



COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

*"Parks Make Life Better!"*

Russ Guiney, Director

John Wicker, Chief Deputy Director

Executive Offices • 433 South Vermont Avenue • Los Angeles, CA 90020-1975 • (213) 738-2961

November 05, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

28 November 5, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**APPROVAL OF A LANDSCAPE MAINTENANCE SERVICES CONTRACT  
WITH MARIPOSA LANDSCAPES, INC.  
FOR THE SOUTH COAST BOTANIC GARDEN  
(SUPERVISORIAL DISTRICT 4) (3 VOTES)**

**SUBJECT**

Approval of the recommended actions will allow the Department of Parks and Recreation to award a Landscape Maintenance Services Contract to Mariposa Landscapes, Inc. for services to the South Coast Botanic Garden.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the approval of the Landscape Maintenance Services Contract with Mariposa Landscapes, Inc. categorically exempt from the California Environmental Quality Act for the reasons stated herein and the reasons reflected in the record of the contract.
2. Find that the recommended Landscape Maintenance Services Contract can be more economically performed by an independent contractor than by County of Los Angeles employees for the South Coast Botanic Garden.
3. Approve and instruct the Chairman to sign a Landscape Maintenance Services Contract with Mariposa Landscapes, Inc. for the South Coast Botanic Garden for an annual base contract cost of \$132,456, for a term of five years with three one-year renewal options, for a maximum potential term of eight years and an anticipated total maximum contract cost of \$1,059,648, effective January 1, 2015. This amount does not include the Cost of Living Adjustments, if any, to be exercised by the Director of the Department of Parks and Recreation.

4. Authorize the Director of the Department of Parks and Recreation, or his designee, as an agent of the County of Los Angeles, to exercise the three contract renewal options annually if, in the opinion of the Director, the contractor has successfully performed the previous contract period and the services are still required and remain cost effective. Such renewal may include a Cost of Living Adjustment per option year, subject to approval by the Chief Executive Office.

5. Authorize the Director of the Department of Parks and Recreation, or his designee, as an agent of the County of Los Angeles, to increase the South Coast Botanic Garden Landscape Maintenance Services Contract cost by ten percent, as needed, during each contract year, totaling up to \$13,246 annually, as a contingency amount, for unforeseen services/emergencies and/or additional work within the scope of the contract, which could increase the total annual contract amount to a maximum of \$145,702.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended South Coast Botanic Garden Landscape Maintenance Services Contract (Contract) with Mariposa Landscapes, Inc. (Contractor) is for landscape maintenance services for the South Coast Botanic Garden. The private sector has been providing landscape maintenance services for the South Coast Botanic Garden since February 1986. This is part of the continuing effort on behalf of the Department of Parks and Recreation (Department) to provide the best possible service to the public in a cost-effective manner.

The Department's cost analysis shows that services can be performed more economically by an independent contractor (Attachments I, II, III). The proposed contracted services will enable the Department to continue to provide landscape maintenance services at the present service level, which will ensure enjoyment of the South Coast Botanic Garden by park patrons upon expiration of the current term extension, resulting in continued savings to the County of Los Angeles (County).

### **Implementation of Strategic Plan Goals**

The recommended Contract will further the County's Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1) by maximizing the effectiveness of landscape maintenance services, structure, and operations to support timely delivery of customer-oriented and efficient public services, and by strengthening and enhancing the County's capacity to sustain essential County services through proactive and prudent fiscal policies and stewardship.

### **FISCAL IMPACT/FINANCING**

In accordance with County policy, the recommended Contract contains a Cost of Living Adjustment (COLA) provision, based on an annual rate, as determined by the Chief Executive Office (CEO), whereby the Director of the Department of Parks and Recreation (Director), at his sole discretion, may increase the Contractor's compensation during the option years. The COLA adjustment rate is capped at the lesser of the most recently published percentage change in the Bureau of Labor Statistics, Los Angeles-Riverside-Orange County, Consumer Price Index for Urban Consumers for the 12-month period preceding the Contract anniversary date; or the general salary movement percentage for County employees for the 12-month period preceding the prior July 1st.

The decision to include the COLA is based on the Department's experience that the contractor may incur an increase in costs, such as insurance premiums, fuel, etc., during the option years, which could impact its performance. As a result, this provision allows the Director to review cost

information during the option years to determine if the COLA is justified, subject to approval by the CEO. The Department will comply with the Board's policy to exclude the cost of labor from the base upon which a COLA is calculated, unless the Contractor can show that its labor cost will actually increase.

The Proposition A cost analysis indicates that the recommended Contract for landscape maintenance services can be performed more economically by the private sector (Attachments I, II, III). The total County cost to provide landscape maintenance services at the South Coast Botanic Garden by County staff would be \$323,000 annually. The recommended Contractor's direct cost to perform similar services is \$132,456 annually. This reflects an annual savings of \$190,544.

The following are the recommended potential maximum Contract costs for:

- Initial Term of five years: \$662,280.
- Initial Term of five years plus the three option years: \$1,059,648.
- Initial Term of five years, plus the three option years, plus the annual ten percent contingency: \$1,165,613.

The Department will not request that the Contractor perform services that will exceed the approved maximum Contract amount, which may include the ten percent contingency fee or COLA increase, without the prior approval of the Board.

#### OPERATING BUDGET IMPACT

Based on the recommended actions, the Department will not be impacted with additional operating costs. The proposed Contract has a base amount of \$132,456, which is an annual cost savings of \$8,844 from the current contract cost of \$141,300. The Department has sufficient appropriation in its current operating budget to accommodate the proposed Contract.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Proposition A cost analysis indicates that the recommended contracted landscape maintenance services can be performed more economically by the private sector. (Attachments I, II, III).

The Contractor has agreed to comply with the County's Living Wage Program and Proposition A requirements. The Contract complies with all of the requirements of the Los Angeles County Code, Section 2.201 and Chapter 2.121.

In compliance with the provisions of Los Angeles County Code Sections 2.121.250 through 2.121.420, the Department solicited proposals from private contractors for landscape maintenance services for the South Coast Botanic Garden.

The mandatory requirements for contracting as identified in Section 2.121.380 of the Los Angeles County Code have been met.

The Proposition A cost analysis was performed internally using the guidelines and methodologies consistent with the Auditor-Controller procedures.

The award of this Contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This Contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work

(GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code Chapter 2.202; Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The California State Department of Industrial Relations, Division of Labor Standards Enforcement, returned its report indicating no labor law violations on the Contractor.

The County maintains databases that track/monitor contractors' performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option. No negative information was found for this Contractor.

The Contractor has executed the attached Contract and will provide the required insurance policies prior to the start of this Contract naming the County and the Department as additional insureds.

County Counsel has approved the Contract as to form.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed approval of the proposed Contract is categorically exempt from the California Environmental Quality Act (CEQA) according to Section 15301 (h) of the State CEQA Guidelines and Class 1(j) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, because the proposed Contract provides for the maintenance of landscaping at an existing facility.

## **CONTRACTING PROCESS**

On March 13, 2014, the Department commenced the solicitation for landscape maintenance services by posting a notice for Request for Proposals (RFP) on the County's "Doing Business with Us" website, which included a link to download the solicitation package and bilingual instructions on how to contact the Department regarding this RFP. Attachment IV is a listing of Contractors who are registered for landscaping maintenance services on the Internal Services Department's Website and received notification of this project. Prospective Contractors were additionally solicited by placing a legal ad in the Palos Verdes Peninsula News, a newspaper of general circulation, on March 13, 20, 27, and April 3, 2014.

On March 26, 2014, six companies attended the Mandatory Proposers Conference and Site Visit at the South Coast Botanic Garden. On April 14, 2014, the Department received five proposals. The proposals were reviewed to ensure compliance with mandatory minimum requirements outlined in the RFP. All of the five proposals met the mandatory requirements and were evaluated by an Evaluation Committee.

The Evaluation Committee consisted of three Department employees. The Evaluation Committee

reviewed each proposal for business experience and qualifications, staffing, compliance with the Living Wage Program requirements, quality control plan, and the ability to accomplish the required landscape maintenance services.

Based on the evaluation of the proposals, it is recommended that this Contract be awarded to Mariposa Landscapes, Inc. the highest-rated, most responsive, and responsible proposal as recommended above.

Attachment V reflects the Contractor's minority participation. It should be noted that upon final analysis and award, the Contractor was selected without regard to gender, race, creed, or color.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The award of this Contract will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. In addition, the County has determined that it has alternative resources available in the event of a default. This Contract will not result in the displacement of any County personnel as these services are currently being performed by the private sector. Therefore, there will be no negative impact to existing staff or service levels.

### **CONCLUSION**

It is requested that two adopted copies of the action taken by the Board and two fully-executed copies of the attached Contract be forwarded to the Department of Parks and Recreation.

Should you have any questions, please contact Humberto Chairez at (626) 821-4654 or [hchairez@parks.lacounty.gov](mailto:hchairez@parks.lacounty.gov), Kandy Hays at (626) 821-4600 or [khays@parks.lacounty.gov](mailto:khays@parks.lacounty.gov), Kasey Dizon at (213) 738-2986 or [kdizon@parks.lacounty.gov](mailto:kdizon@parks.lacounty.gov), or Kaye Michelson at (213) 738-2955 or [kmichelson@parks.lacounty.gov](mailto:kmichelson@parks.lacounty.gov).

Respectfully submitted,



RUSS GUINEY

Director

RG:JW:RM:  
KEH:CM:HC:rc

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

**County's Estimated Avoidable Costs Compared to Contractor's  
for SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES**

Attachment I

**COUNTY COST**

**DIRECT**

Salaries

Position	Salaries & Employee Benefits <sup>(1)</sup>	No. of Positions <sup>(2)</sup>	No. of Months	Total
Grounds Maintenance Supervisor	6,346.53	0.00	12	\$ -
Senior Grounds Maintenance Worker	5,670.52	0.00	12	\$ -
Ground Maintenance Worker II	5,142.77	1.18	12	\$ 72,933.87
Grounds Maintenance Worker I	4,598.76	2.36	12	\$ 130,437.56
Irrigation & Lawn Sprinkler Fitter	7,010.30	0.59	12	\$ 49,709.43
Agriculture Chemical Sprayer	6,851.44	0.30	12	\$ 24,291.46
Custodian	3,832.68	0.00	12	\$ -
Light Tractor Operator	5,560.97	0.22	12	\$ 14,673.37
		4.652		\$ 292,045.69

1. 5th Step Variance @ 94.1221%

2. Positions reflect annual Hours @ 1760

Vehicle Usage/Fixed Assets <sup>(3)</sup>	No. of Units	No. of Miles	Cost Per Mile	Total
<b><u>Vehicle/Equipment Usage</u></b>				
1 Ton Dual Crew Cab Truck ( __ miles/week)	0.00		0.6891	\$ -
3/4 ton crew cab (30 miles/week)	1.00	1,560.00	0.6433	\$ 1,003.55
1/2 ton truck (30 miles/week)	1.00	1,560.00	0.5029	\$ 784.52
1/2 ton truck sprayer truck ( __ miles/week)	0.00		0.5029	\$ -
Landscape trailer	1.00		0	\$ -
				\$ 1,788.07

**Fixed Assets (Annualized 8 years)**

1 Ton Dual Crew Cab Pick-up Truck	0.00			\$ -
3/4 ton crew cab	1.00			\$ 6,213.75
1/2 ton truck	1.00			\$ 3,128.13
1/2 ton truck sprayer truck	0.00			\$ -
Landscape Trailer	1.00			\$ 750.00
Toro 580D Mower	0.00			\$ -
Toro 345 (72") Mower	1.00			\$ 3,431.25
				\$ 13,523.13

**Services & Supplies**

Equipment Supplies				\$ 423.38
Grounds Maintenance				\$ 13,618.92
Mowing Supplies				\$ 1,600.41
				\$ 15,642.71

Total Vehicles, Fixed Assets, Services

\$ 30,953.90

**INDIRECT COSTS**

Avoidable Overhead Contract Admin.	\$ -
Avoidable Overhead Agency Admin.	\$ -
	\$ -

**TOTAL ESTIMATED COUNTY AVOIDABLE COSTS<sup>(4)</sup>**

**\$ 322,999.59**

3. Equipment costs includes the use of a 1/2-ton & 3/4-ton Pick Ups with rates of \$0.5029 & \$0.6433 per mile.

4. County's cost to provide the level of service proposed in the RFP

**CONTRACTING COSTS**

**CONTRACTOR'S DIRECT COST**

Employee Salaries and Benefits	\$ 59,568.00
Services & Supplies and Equipment	\$ 27,600.00
Overhead	\$ 41,976.00
Profit	\$ 3,312.00
<b>TOTAL CONTRACTOR'S COST<sup>(5)</sup></b>	<b>\$ 132,456.00</b>

**COUNTY INDIRECT COST<sup>(6)</sup>**

Unavoidable Overhead Contract Admin.	\$ -
Unavoidable Overhead Agency Admin.	\$ -
<b>TOTAL COUNTY INDIRECT COST</b>	<b>\$ -</b>

TOTAL CONTRACTING COST (direct cost +indirect cost)

**\$ 132,456.00**

**ESTIMATED SAVINGS FROM CONTRACTING (TOTAL  
ESTIMATED COUNTY AVOIDABLE COSTS LESS TOTAL  
CONTRACTING COSTS)**

**\$ 190,543.59**

5. Contractor's bid on the RFP.

6. Indirect cost includes monitoring by County field staff.

**Mariposa Landscapes, Inc. Proposed Costs by Category**  
**for Landscape Maintenance Services of South Coast Botanic Garden**

**Employee Salaries and Benefits**

<u>Position</u>	<u>Full-Time Equivalent</u>	<u>Annual Hours</u>	<u>Hourly Rate</u>	<u>TOTAL</u>
Field Supervisor	0.00625	13.41	\$17.00	\$228.00
Foreman	1.0	2,079.69	\$13.00	\$27,036.00
Laborer	1.2	2,496	\$12.00	\$29,952.00
Special Labor	0.002	3.75	\$16.00	\$60.00
Total	2.208	4,593		\$57,276.00
Employee Benefits				<u>\$2,292.00</u>

**Total Employee Salaries and Benefits** **\$59,568.00**

**Services, Supplies, and Equipment**

Equipment: Miscellaneous Hand tools, Ladders, Hoses	12,000.00
Supplies (Trash bags, Round-up, Fertilizer, Disinfectant)	\$6,000.00
Services: (Trash pick up, Weed abatement, Pruning)	<u>\$9,600.00</u>

**Total Services, Supplies and Equipment** **\$27,600.00**

**Overhead**

Insurance, (General Liability, Worker's Comp, Auto, Umbrella)	\$3,600.00
Employee Taxes (Social Security, Medicare, State Disability)	<u>\$17,172.00</u>
Total Insurance/Employee Taxes	\$20,772.00
Administrative: (Accounting, Bookkeeping, Management, Office Equipment, Utilities, Telephone)	<u>\$21,204.00</u>

Total Overhead **\$41,976.00**

**Profit** \$3,312.00

**Total Profit** **\$3,312.00**

**TOTAL CONTRACTOR'S COSTS** **\$132,456.00**

**Schedule of Difference Between County and Mariposa Landscapes, Inc. Costs by Category  
for Landscape Maintenance Services of the South Coast Botanic Garden**

Costs by Category	County	Contractor	Difference	Remarks
<b>Staffing</b>				
Grounds Maintenance Sup.	0.00		0.00	{A}
Senior Grounds Maint. Worker	0.00		0.00	
Grounds Maint. Worker II	1.18		1.18	
Grounds Maint. Worker I	2.36		2.36	
Irrigation & Lawn Sprinkler Fitter	0.59		0.59	
Agriculture Chemical Sprayer	0.30		0.30	
Light Tractor Operator	0.22		0.22	
			0.00	
Equipment Operator		0.00	0.00	
Laborer		1.2	(1.20)	
Field Supervisor		0.00625	(0.00625)	
Special Labor		0.002	(0.002)	
Foreman		1.0	(1.0)	
<b>TOTAL</b>	<b>4.652</b>	<b>2.208</b>	<b>2.443</b>	
<b>Salary Costs</b>	<b>\$292,045.69</b>	<b>\$59,568.00</b>	<b>\$232,477.69</b>	<b>{B}</b>
(County Salaries include 5th Step Variance of 94.1221%)				
<b>Employee Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>{C}</b>
Included with Salary Costs				
<b>Equipment, Services &amp; Supplies</b>	<b>\$30,953.90</b>	<b>\$27,600.00</b>	<b>\$3,353.90</b>	<b>{D}</b>
<b>Taxes &amp; Insurance</b>	<b>\$0.00</b>	<b>\$20,772.00</b>	<b>(\$20,772.00)</b>	
<b>Indirect Costs</b>	<b>\$0.00</b>	<b>\$21,204.00</b>	<b>(\$21,204.00)</b>	<b>{E}</b>
<b>TOTAL Costs (Less Profit)</b>	<b>\$322,999.59</b>	<b>\$129,144.00</b>	<b>\$193,855.59</b>	
<b>Contractor Profit</b>	<b>\$0.00</b>	<b>\$3,312.00</b>	<b>(\$3,312.00)</b>	
<b>TOTAL Costs</b>	<b>\$322,999.59</b>	<b>\$132,456.00</b>	<b>\$190,543.59</b>	
<b>Unavoidable Contracting Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>TOTAL County vs. Contracting Costs</b>	<b>\$322,999.59</b>	<b>\$132,456.00</b>	<b>\$190,543.59</b>	

{A} The contractor has indicated that they can perform the services with less full-time equivalent staff since they are performing similar services in the area. The number of County positions is based on the total number of hours divided by the annual County productive hours of 1,760.

{B} The County's and contractor's salary costs are based on full-time staff as well as a percentage of staff's time. In addition, the contractor's employees are paid more than \$5 less per hour than the County items. The contractor's salary costs are approximately 44.97% of the contract costs.

{C} Contractor will not be providing health benefits to those hourly employees providing services under this contract. Therefore, as required by the Living Wage Ordinance, contractor will pay its hourly employees providing services under this contract no less than \$11.84 per hour.

{D} As indicated on Attachment II, the total costs for services, supplies, and equipment are approximately 20.84% of the contract costs.

{E} Contractor's indirect costs (overhead) are approximately 31.69% of the contract costs and are associated with the cost of insurance premiums, employee taxes, management, telephone, utilities, office equipment and bookkeeping. For this contract, County's indirect costs are unavoidable and are associated with contract administration and monitoring.



## LANDSCAPE AND GROUNDS MAINTENANCE VENDORS

A1 SERVICE SOLUTIONS INC CUSTOM AGRONOMIC SOLUTIONS 2787 DEL MONTE ST., WEST SACRAMENTO, CA, 95691	AMERICAN LANDSCAPE, INC. 7949 DEERING AVENUE CANOGA PARK, CA, 91304
ABRAHAM CASTELLON 732 NORTH ELSPETH WAY COVINA, CA, 91722-3244	AMERICAN LANDSCAPE, INC. 7013 OWENSMOUTH AVE CANOGA PARK, CA, 91303
AC HORTICULTURE MANAGEMENT P.O. BOX 33311 GRANADA HILLS, CA, 91394	AZTEC LANDSCAPING, INC. 7980 LEMON GROVE WAY LEMON GROVE, CA, 91945
ACCENT LANDSCAPE, INC. 15808 S BROADWAY GARDENA, CA, 90248	AZTECA LANDSCAPE 1027 E. ACACIA STREET ONTARIO, CA, 91761
ACCESS PACIFIC, INC. 28 N. MARENGO AVENUE PASADENA, CA, 91101	BAG SNAGGERS, INC. 101 74TH STREET, SUITE 4 NORTH BERGEN, NJ, 07047-5894
ALD LANDSCAPE & MAINTENANCE 1350 W. 228TH ST. #6 TORRANCE, CA, 90501	BECHTEL PROPERTY SERVICES, INC. 20724 PALOMAR ST. WILDOMAR, CA, 92595-9274
ALPHA SCAPES, INC. ALPHA LANDSCAPE 42529 8TH STREET EAST, LANCASTER, CA, 93535-5237	BENNETT ENTERPRISES INC BENNETT LANDSCAPE 25889 BELLE PORTE AVENUE, HARBOR CITY, CA, 90710
AMERICAN CAPITAL ACQUISITIONS 15937 FREMONT AVE ADELANTO, CA, 92301	BENNETT ENTERPRISES INC 25889 BELLE PORTE AVE. HARBOR CITY, CA, 90710-3393
AMERICAN FAMILY HOUSING PINE HILL LANDSCAPING 7162 KERMORE LANE STANTON, CA, 90680	BIG STAR MAINTENANCE 301 S. NEW AVE. MONTEREY PARK, CA, 91755
AMERICAN GOLF CORPORATION DIAMOND BAR GOLF COURSE 22751 GOLDEN SPRINGS DR, DIAMOND BAR, CA, 91765-2218	BLACKSTONE CONSULTING, INC. 11726 SAN VICENTE BLVD., SUITE 550 LOS ANGELES, CA, 90049
AMERICAN GOLF CORPORATION 2951 28TH STREET SANTA MONICA, CA, 90405	BLSD INC BEST LANDSCAPING 2101 W MONTEREY AVE, BURBANK, CA, 91506
AMERICAN GOLF CORPORATION 27943 VIA DEL AGUA LAGUNA NIGUEL, CA, 92677-7354	BMC LANDSCAPE MANAGEMENT INC 13438 HALDLE AVE GARDENA, CA, 90249
AMERICAN GOLF CORPORATION CHESTER WASHINGTON GOLF COURSE 1930 W 120TH STREET, LOS ANGELES, CA, 90047	BRANDON'S LANDSCAPES INC 24 W MIRA MONTE AVE UNIT C SIERRA MADRE, CA, 91024
AMERICAN GOLF CORPORATION MAGGIE HATHAWAY GOLF COURSE 9637 S. WESTERN AVENUE, LOS ANGELES, CA, 90047	BRIGADIER CORP. 915 W. FOOTHILL BL. #C-403 CLAREMONT, CA, 91711
AMERICAN GOLF CORPORATION KNOLLWOOD COUNTRY CLUB 12040 BALBOA BLVD., GRANADA HILLS, CA, 91344	CACHO LANDSCAPE 711 TRUMAN ST SAN FERNANDO, CA, 91340
AMERICAN GOLF CORPORATION LA MIRADA GOLF COURSE 15501 E. ALICANTE ROAD, LA MIRADA, CA, 90638	CAL ARBORIST COMPLETE TREE CARE INC 14068 LAMBERT RD WHITTIER, CA, 90605
AMERICAN GOLF CORPORATION LAKEWOOD COUNTRY CLUB 3101 CARSON STREET, LAKEWOOD, CA, 90712	CALIFORNIA CONSERVATION CORPS 11401 BLOOMFIELD AVE BOX 9, NORWALK, CA, 90650-2015
AMERICAN GOLF CORPORATION LOS VERDES GOLF COURSE 7000 W LOS VERDES DR, RANCHO PALOS VERDES, CA, 90275	CALIFORNIA CONSERVATION CORPS 1719 24TH ST. SACRAMENTO, CA, 95816-7114
AMERICAN GOLF CORPORATION MOUNTAIN MEADOWS GOLF COURSE 1875 FAIRPLEX DRIVE, POMONA, CA, 91768	CAM SERVICES 5664 SELMARINE DR. CULVER CITY, CA, 90230-6120
AMERICAN GOLF CORPORATION BROOKSIDE GOLF CLUB 1133 N ROSEMONT AVE, PASADENA, CA, 91103	CAMPESINOLANDSCAPE INC. 13023 THICKET PL CORONA, CA, 92883
AMERICAN HERITAGE LANDSCAPE LP 7013 OWENSMOUTH AVENUE CANOGA PARK, CA, 91303	CASA VERDE LANDSCAPE MAINTENANCE CORPORATION 7090 ARCHIBALD AVE. ALTA LOMA, CA, 91701
AMERICAN HERITAGE LANDSCAPE LP AMERICAN HERITAGE GROWERS 7013 OWENSMOUTH AVE, CANOGA PARK, CA, 91303	CASTANEDA'S TREE TRIMMING 8955 GREENWOD AVE SAN GABRIEL, CA, 91775

**LANDSCAPE AND GROUNDS MAINTENANCE VENDORS**

CBJ BUILDING MAINTENANCE P.O. BOX 1778 DANVILLE, CA, 94526	FAR-EAST LANDSCAPE & MAINTENANCE INC 146 RAILROAD AVE. MONROVIA, CA, 91016-4642
CHARLES T ANDREWS CTAI PACIFIC GREENSCAPE 23520 KETTLE RD, MURRIETA, CA, 92562-4707	FAR-EAST LANDSCAPE & MAINTENANCE INC PO BOX 950351 MISSION HILLS, CA, 91395-0351
CONEJO CREST LANDSCAPE 16435 HART ST. VAN NUYS, CA, 91406	FELIX MIRAMONTEZ 24885 SAN FERNANDO RD., UNIT. B NEWHALL, CA, 91321-1513
CONTRACTORS ALLIANCE, INC. 5942 EDINGER AVE, STE 113-239 HUNTINGTON BEACH, CA, 92649	FRANK MANQUEROS PO BOX 3598 BIG BEAR LAKE, CA, 92315-3598
CREATIVE CONCEPTS LANDSCAPE 4118 LA CRESCENTA AVE. LA CRESCENTA, CA, 91214-3809	FRANK MATTISON 43759 15TH ST. W., STE. 217 LANCASTER, CA, 93534-4754
CUT N EDGE INC. PO BOX 4457 VALLEY VILLAGE, CA, 91617-0457	FYR LANDSCAPING, INC. DBA 612 SOUTH MYRTLE AVENUE. SUITE 100 MONROVIA, CA, 91016
DAN WISHARD 14971 FOOTHILL BLVD. SYLMAR, CA, 91342	GARY RIPLING 24071 REGENTS PARK CIRCLE VALENCIA, CA, 91355
DANA HASSON 13124 MAGNOLIA AVE CHINO, CA, 91710	GENERAL SECURITY SERVICE INC 14009 CRENSHAW BLVD., # D HAWTHORNE, CA, 90250-7816
DANIEL B BROWN 5116 W. AVE. L-8 LANCASTER, CA, 93534	GEORGE I HAVAI 7013 OWENSMOUTH AVE CANOGA PARK, CA, 91303
DANIEL DELGADILLO PO BOX 787 POMONA, CA, 91769-0787	GHARMONY, INC. PO BOX 3333 SAN DIMAS, CA, 91773
DIVERSIFIED LANDSCAPE 33801 WASHINGTON STREET WINCHESTER, CA, 92596	GOLDEN WEST ARBOR SERVICES INC. 1568 E. GRAND AVENUE POMONA, CA, 91766
DIVERSIFIED MAINTENANCE 417 E. HUNTINGTON DRIVE MONROVIA, CA, 91016	GOMEZ LANDSCAPE DESIGN 23932 CLARINGTON DR. WEST HILLS, CA, 91304
DOUGLAS L RICHAN 23870 PINE STREET NEWHALL, CA, 91321	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 N SAN FERNANDO RD LOS ANGELES, CA, 90031-1730
ECOLOGICAL LLC 7223 #B CANOGA AVE CANOGA PARK, CA, 91303	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 14565 LANARK ST. PANORAMA CITY, CA, 91402-4903
EDGAR N ROBLEDO P.O. BOX 1862 GLENORA, CA, 91740	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 N SAN FERNANDO RD LOS ANGELES, CA, 91307
ELITE LANDSCAPING, INC. 2972 LARKIN AVE CLOVIS, CA, 93612	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 SAN FERNANDO RD, WCD DEPARTMENT LOS ANGELES, CA, 90031-1730
ENVIRONMENTAL MAINTENANCE CO 10950 SOUTH CENTRAL AVENUE LOS ANGELES, CA, 90059	GRANDVIEW TREE SURGERY CO 819 S. MAGNOLIA AVE., STE. D MONROVIA, CA, 91016-6831
EQUERY INC ECCONO TREE CARE 15332 ANTIOCH ST. #115, PACIFIC PALISADES, CA, 90272	GREEN LEAF GTH 5632 VAN NUYS BLVD SUITE 485 VAN NUYS, CA, 91401
ERIC W PIVOVAROFF 16202 ALPINE PLACE LA MIRADA, CA, 90638	GREENTECH LANDSCAPE INC 13560 E TELEGRAPH RD WHITTIER, CA, 90605
ERIC WHIPP 144 W. ALLEN AVE SAN DIMAS, CA, 91773	GROUNDWORKS LANDSCAPE INC 111 EAST 220TH ST CARSON, CA, 90745
FAIRWAY LANDSCAPE & IRRIGATION INC. 4223 ALAMO STREET RIVERSIDE, CA, 92501	GUS MARQUEZ 13128 TELEGRAPH RD., STE. G1 SANTA FE SPRINGS, CA, 90670-6638
FAR-EAST LANDSCAPE & MAINTENANCE INC 27118 COLEBROOK PL VALENCIA, CA, 91354	HARMIN SERVICES NO 1 INC HART EMPLOYMENT SERVICES 220 SO KENWOOD ST STE 320, GLENDALE, CA, 91205

**LANDSCAPE AND GROUNDS MAINTENANCE VENDORS**

HB DIAMOND SERVICES, INC. 29773 GIFHORN ROAD MENIFEE, CA, 92584-8615	LAND CREATIONS 15267 COBALT ST SYLMAR, CA, 91342
HUNT IRRIGATION INC 2600 WEST L STREET LINCOLN, NE, 68522	LAND MECHANICS, INC. PO BOX 17521 ANAHEIM, CA, 92817-7521
IGI'S LANDSCAPE SERVICES 313 S ANDRES PLACE SANTA ANA, CA, 92704	LANDSCAPE ASSOCIATES INC 16251 N. FILBERT STREET SYLMAR, CA, 91342
ISS GROUNDS CONTROL INC 23236 LYONS AVE STE. 209 NEWHALL, CA, 91321	LANDSCAPE CONSERVATION SOLUTIONS INC PO BOX 12700, WESTMINISTER, CA, 92685
J. OROZCO ENTERPRISES, INC. OROZCO LANDSCAPE AND TREE COMPANY 1419 EAST END AVENUE, POMONA, CA, 91766	LEANNE DAVID 2821 E. WHITE STAR AVE., UNIT A ANAHEIM, CA, 92806
J. OROZCO ENTERPRISES, INC. 11194 PIPELINE AVE. POMONA, CA, 91766-4056	LIMCO 412 DE LA VINA ST. SANTA BARBARA, CA, 93101-3418
JAIME SANCHEZ 17112 LANARK ST LAKE BALBOA, CA, 91406	LNL CORPORATION 2183 FAIRVIEW ROAD STE 216 COSTA MESA, CA, 92627
JIMMIE'S TREE SERVICE 6773 OLIVE AVE LONG BEACH, CA, 90805	LOS ANGELES INFRASTRUCTURE ACADEMY 700 N. ALAMEDA ST. FL 4 #570 LOS ANGELES, CA, 90012
JMJ INTNL. GREENFIELDLANDSCAPING & MAINT 3129 S. HACIENDA BLVD. SUITE # 384 HACIENDA HEIGHTS, CA, 91745	LOS GATOS INC. 3026 HALLADAY ST SANTA ANA, CA, 92705
JN LANDSCAPING & MAINTENANCE 12335 SANTA MONICA BLVD STE 301 LOS ANGELES, CA, 90025	LUPE PEREZ GREEN SPLENDOR LANDSCAPING, INC. 1963 SANTA ROSA AVE., PASADENA, CA, 91104
JOHN GARDNER 10552 CHESTNUT AVE. STANTON, CA, 90680-2441	MANUEL G GONZALEZ 1436 ORCHARD ST. #A SANTA PAULA, CA, 93060
JOHNSON CONTROLS INC 7315 N. ATLANTIC AVE. CAPE CANAVERAL, FL, 32920-3721	MARCELLO R MOSCOZO 19685 E GOLDEN BOUGH DR. COVINA, CA, 91724
JOSE TORIBIO 1638 SUNFLOWER AVE GLEN DORA, CA, 91740	MARIA MUNOZ 15735 MAPLEGROVE ST LA PUENTE, CA, 91744
JOSUA D POWERS 6026 VIA MONTANEZ CAMARILLO, CA, 93012	MARINA LANDSCAPE, INC. 1900 S. LEWIS STREET ANAHEIM, CA, 92805
JUAN MUNOZ JM LANDSCAPING P.O. BOX 2073, BURBANK, CA, 91507	MARIPOSA LANDSCAPES, INC. 15529 ARROW HWY. IRVINDALE, CA, 91706-2002
KAREN BRAGG 4830 SOUTH CRENSHAW BLVD LOS ANGELES, CA, 90043	MARK L PELLETIER 25401 PARKWOOD LN SANTA CLARITA, CA, 91350
KARRY R WENDEL CLEAN CUT LANDSCAPE 8406 N. ARMSTRONG, CLOVIS, CA, 93619	MARK L PELLETIER PELLETIER BRUSH CLEARANCE & TREE SERVICE 25401 PARKWOOD LN, SANTA CLARITA, CA, 91350
KATRINA MOSS PO BOX 5795 BEVERLY HILLS, CA, 90209-5795	MARTINEZ LANDSCAPING CO INC 14862 RYAN ST. SYLMAR, CA, 91342-3958
KEITH B YORK 8255 JOHNSON LANE GRANITE BAY, CA, 95746	MARTINEZ LANDSCAPING CO INC 14862 RYAN ST. SYLMAR, CA, 91342-3958
L. BARRIOS & ASSOCIATES, INC. 302 E. FOOTHILL BLVD., STE. 101 SAN DIMAS, CA, 91773-1259	MERCHANTS LANDSCAPE 11220 1/2 PEORIA ST SUN VALLEY, CA, 91352
LA LOMA DEVELOPMENT COMPANY 556 S. FAIR OAKS AVE, SUITE 101 #323 PASADENA, CA, 91105	MERIAM DJELIDI PO BOX 1803 AVALON, CA, 90704
LA LOMA DEVELOPMENT COMPANY 1355 LINCOLN AVENUE PASADENA, CA, 91103	MIDORI GARDENS 3231 S. MAIN STREET SANTA ANA, CA, 92707

## LANDSCAPE AND GROUNDS MAINTENANCE VENDORS

MIHYUN NO I CARPET & UPHOLSTERY CLEANING 3921 WILSHIRE BLVD., LOS ANGELES, CA, 90010	PINNACLE HOLDINGS GROUPDBA PINNACLE LANDSCAPE COMPANY 2200 S. FAIRVIEW ST., SANTA ANA, CA, 92704
MILLENNIUM MAINTENANCE SYSTEMS 26007 HUNTINGTON LANE STE 11 VALENCIA, CA, 91355	PLANT TERRA LANDSCAPE INC 13913 LA CASCADA CT. BAKERSFIELD, CA, 93314-8354
MUNOZ LANDSCAPE INC MONICA'S NURSERY 266 CLOVERLEAF DR, BALDWIN PARK, CA, 91706-6505	POIEMA LANDSCAPE INC. 732 N. DIAMOND BAR BLVD., SUITE 110 DIAMOND BAR, CA, 91765
NATURES IMAGE, INC. 20361 HERMANA CIRCLE LAKE FOREST, CA, 92630	POWERLAND EQUIPMENT, INC. 27943 VALLEY CENTER RD. VALLEY CENTER, CA, 92082-6547
NEW GENERATION 16042 BASSETT ST. VAN NUYS, CA, 91406-4805	PREMIER BUILDING MAINTENANCE 1909 WILSHIRE BLVD LOS ANGELES, CA, 90057
NEW IMAGE LANDSCAPING INC. 554 PRESCOTT ST. PASADENA, CA, 91104	PRIDE INDUSTRIES 10030 FOOTHILLS BLVD. ROSEVILLE, CA, 95747-7102
NICK ANDERSON 1003 SPRINGOAK WAY STOCKTON, CA, 95209	QQUEST ASSET MANAGEMENT LLC 9350 SOUTH 150EAST SUITE 130 SANDY, UT, 84070
NMS MANAGEMENT, INC. 155 WEST 35TH STREET, SUITE A NATIONAL CITY, CA, 91950	R&C TREE COMPANY 8335 WINNETKA AVE #457 WINNETKA, CA, 91306
NOON PRODUCTIONS, LLC P. O. BOX 802874 SANTA CLARITA, CA, 91380	RALPH MOSLEY JR 2422 W 6TH STREET SAN BERNARDINO, CA, 92410
NORVELL THOMAS 1652 N HOOVER ST LOS ANGELES, CA, 90027	RAMOS LANDSCAPING, INC. 18761 CHASE STREET NORTHRIDGE, CA, 91324
OAK SPRINGS NURSERY INC P.O. BOX 922906 SYLMAR, CA, 91342	RAYMOND EALY PO BOX 6024 ALTADENA, CA, 91003-6024
OAKRIDGE LANDSCAPE INC 28064 AVENUE STANFORD UNIT K VALENCIA, CA, 91355	REAL ESTATE CONSULTING & SERVICES, INC. 635 E. 1ST ST., # 418 TUSTIN, CA, 92780-3417
OC SEVEN INC PRUNIN ARBORICULTURE & MAINT 23052 ALICIA PKWY H-218, MISSION VIEJO, CA, 92692	REGENTS OF UC UCLA REMITTANCE CENTER 10920 WILSHIRE BLVD, STE 107, LOS ANGELES, CA, 90024-6503
ORBITAL MAINTENANCE AND CONSTRUCTION, INC. P.O. BOX 2342, CULVER CITY, CA 90231 7417 W. 82ND ST., WESTCHESTER, CA, 90045-2307	REGENTS OF UC 10990 WILSHIRE BLVD, SUITE 1450 LOS ANGELES, CA, 90024
PANAMERICAN LANDSCAPING 11261 BLIX STREET NORTH HOLLYWOOD, CA, 91602	REGENTS OF UC UCLA - DFH PARAMEDIC EDUCATION 333 N. PRAIRIE AVE., INGLEWOOD, CA, 90301
PANTERA ENTERPRISES INC 28007 ALTA VISTA AVE VALENCIA, CA, 91355	REGENTS OF UC UCLA CPHD 1145 GAYLEY AVE STE 304, LOS ANGELES, CA, 90024
PARKWOOD LANDSCAPE MAINT., INC 16443 HART ST. VAN NUYS, CA, 91406	REGENTS OF UC UCLA CAREER CENTER 501 WESTWOOD PLAZA, LOS ANGELES, CA, 90095-1573
PBMS INC PREMIER BUILDING MAINT SERV 1909 WILSHIRE BLVD., LOS ANGELES, CA, 90057	REGENTS OF UC UCLA ANDERSON FORECAST 110 WESTWOOD PLAZA STE B302 - BOX 951481, LOS ANGELES, CA, 90095-1481
PERFECT PLANTS LANDSCAPE MANAGEMENT INC 20700 VENTURA BLVD, STE 234, WOODLAND HILLS, CA, 91364	REGENTS OF UC PHOTOGRAPHIC SERVICES 0833 LE CONTE DRIVE, 62-073 CHS, LOS ANGELES, CA, 90095
PESTMASTER SERVICES, INC. 137 E. SOUTH ST. BISHOP, CA, 93514-3545	REGENTS OF UC LIBRARY, 405 HILGARD AVENUE LOS ANGELES, CA, 90095
PESTMASTER SERVICES, INC. 42717-6TH STREET EAST LANCASTER, CA, 93535	REGENTS OF UC UCLA MEDICAL CENTER 10990 WILSHIRE BLVD SUITE 1450, LOS ANGELES, CA, 90024
PESTMASTER SERVICES, INC. 137 E SOUTH ST BISHOP, CA, 93514	REGENTS OF UC 760 WESTWOOD PLZ., RM. B7-357 LOS ANGELES, CA, 90024-5055

## LANDSCAPE AND GROUNDS MAINTENANCE VENDORS

REGENTS OF UC UCLA-LOSH 10945 LE CONTE AVE. UEBERROTH BLDG., STE 2107 LOS ANGELES, CA, 90095	REGENTS OF UC CA CTR FOR COMMUNITY SCHOOL PARTNERSHIP 2020 ACADEMIC SURGE BLGD, DAVIS, CA, 95616-8729
REGENTS OF UC 601 S. WOODS AVE. LOS ANGELES, CA, 90022-3221	REGENTS OF UC UCLA TRAVEL STUDY PROGRAM 1332 MURPHY HALL BOX 951418, L.A., CA, 90095-1418
REGENTS OF UC - UCLA ISAP 1640 S SEPULVEDA BLVD STE 320, LOS ANGELES, CA, 90025-7535	REGENTS OF UC UCLA MEDICAL CENTER 10833 LE CONTE AVE, LOS ANGELES, CA, 90095-1730
REGENTS OF UC - SCHOOL OF THEATER, FILM & TV 1449 MELNITZ HALL BOX 951622 LOS ANGELES, CA, 90095-1622	REGENTS OF UC - UCLA EDUCATION AND RESEARCH CTR 650 CHARLES YOUNG DR CHS56-071 LOS ANGELES, CA, 90095
REGENTS OF UC 10920 WILSHIRE BLVD., STE. 500, CONTRACTS & GRANTS ADMIN., LOS ANGELES, CA, 90024-6502	REGENTS OF UC - UCLA LABOR CENTER 675 SOUTH PARK VIEW ST 1ST FLOOR LOS ANGELES, CA, 90057-3306
REGENTS OF UC UCLA CENTER FOR COMMUNITY LEARNING A265 MURPHY HALL, LOS ANGELES, CA, 90095-1571	REGENTS OF UC UCLA ORTHODONTIC CLINIC PO BOX 951668, CHS 20-140, LOS ANGELES, CA, 90095-1668
REGENTS OF UC SCHOOL OF LAW PO BOX 951476, LOS ANGELES, CA, 90095-1476	REGENTS OF UC UCLA EXTENSION PUBLIC POLICY DEPT. 10995 LE CONTE AVE ROOM 613, LOS ANGELES, CA, 90024
REGENTS OF UC 10945 LE CONTE AVE., STE. 2339 LOS ANGELES, CA, 90095	REGENTS OF UC HOUSING ACCTS RECEIVABLE OFFICE, 360 DE NEVE DRIVE, BOX 951383, LOS ANGELES, CA, 90095
REGENTS OF UC - UCLA DEPT OF SURGERY DIV OF CARDIOTHORACIC, 72-131 CTR FOR THE HEALTH SCIENCE BOX 951749, LOS ANGELES, CA, 90095-6902	REGENTS OF UC UCLA CENTER FOR HEALTH POLICY RESEARCH 10960 WILSHIRE BLVD, STE 1550, LOS ANGELES, CA, 90024
REGENTS OF UC UCLA MEDICAL CENTER FILE 2009, LOS ANGELES, CA, 90074-2009	REGENTS OF UC CASHIER OFFICE, UC DAVIS PO BOX 989062, WEST SACRAMENTO, CA, 95798-9062
REGENTS OF UC JULES STEIN INST-UCLA RM 2-142 100 STEIN PLAZA, LOS ANGELES, CA, 90095	REGENTS OF UC UC DAVIS CENTER FOR HUMAN SERVICES 1632 DAVINCI COURT, DAVIS, CA, 95616
REGENTS OF UC - UCLA CHILDRENS DENTAL CLINIC 10833 LE CONTE AVENUE, 20-137 LOS ANGELES, CA, 90095-3075	REGENTS OF UC LIBRARY BUSINESS SERVICES PAYMENT PROC UNIT BOX 951575, LOS ANGELES, CA, 90095-1575
REGENTS OF UC UCLA MEDICAL CTR-PERINTAL UNIT BOX 951701 14176 CHS, LOS ANGELES, CA, 90095	REGENTS OF UC - DEPARTMENT OF MEDICINE 11301 WILSHIRE BLVD ROOM 3206 LOS ANGELES, CA, 90073
REGENTS OF UC UCLA TIES FOR FAMILIES 1000 VETERAN AVENUE, LOS ANGELES, CA, 90095-7142	REGENTS OF UC - UCLA FOUNDATION 3250 PUBLIC AFFAIRS BUILDING LOS ANGELES, CA, 90095-1656
REGENTS OF UC - C/O UCLA EMERGENCY MEDICINE 924 WESTWOOD BLVD SUITE 300 LOS ANGELES, CA, 90024-1777	REGENTS OF UC UCLA FAMILY MED/P.DOWLINGMD 10833 LE CONTE AV 50-074 CHS, L. A., CA, 90095-1683
REGENTS OF UC DEPT OF INFORMATION STUDIES-UCLA GSEIS BOX 951520, LOS ANGELES, CA, 90095	REGENTS OF UC UCLA OFFICE OF CONTRACT & GRANT ADMIN, 11000 KINROSS AVE., STE 102, LOS ANGELES, CA, 90095-1406
REGENTS OF UC DEPARTMENT K PO BOX 24901, LOS ANGELES, CA, 90024-0901	REGENTS OF UC UCLA PEDIATRIC DENTISTRY PO BOX 951668 CHS 20-137, LOS ANGELES, CA, 90095
REGENTS OF UC HUMANITIES SCIENCE & SOCIAL 10995 LE CONTE AVE ROOM 731, LOS ANGELES, CA, 90024	REGENTS OF UC HOUSING OFFICE 3200 S. SAWTELLE BLVD, LOS ANGELES, CA, 90066
REGENTS OF UC - UCLA IMMUNOGENETICS CENTER 1000 VETERAN AVE., ROOM 1-520 LOS ANGELES, CA, 90095-1652	REGENTS OF UC - RONALD REAGAN UCLA MEDICAL CENTER, Box 951432 1125 Murphy Hall, 405 Hilgard Ave, L. A., CA, 90095-9000
REGENTS OF UC UCLA-DIV OF EMERGENCY MEDICINE BOX 951778, LOS ANGELES, CA, 90095-1778	REGENTS OF UC 1111 FRANKLIN STREET 11TH FLOOR OAKLAND, CA, 94607
REGENTS OF UC 110 WESTWOOD PLAZA D304A LOS ANGELES, CA, 90095-1481	REGENTS OF UC 10833 LECONTE AVE., ROOM 72-125 CHS CHS LOS ANGELES, CA, 90095-1749
REGENTS OF UC UCLA PROSTHO/MAX FAC 10833 LE CONTE AVE A0-156B CHS, LOS ANGELES, CA, 90095	REGENTS OF UC UCLA POLICE DEPARTMENT 11000 KINROSS AVE SUITE 104, LOS ANGELES, CA, 90024

## LANDSCAPE AND GROUNDS MAINTENANCE VENDORS

REGENTS OF UC - UCLA INSTITUTE OF ENVIRONMENT 619 CHARLES E YOUNG LA KRETZ HALL STE 300 LOS ANGELES, CA, 90095-1496	RMT GOLF & SPORT 26517 CALLE LORENZO SAN JUAN CAPO, CA, 92675-1672
REGENTS OF UC UCLA STUDENT ACCOUNTS 1121 MURPHY HALL, LOS ANGELES, CA, 90095	ROCK BOTTOM, INC. 2724 LANDCO DRIVE BAKERSFIELD, CA, 93308
REGENTS OF UC - SCHOOL OF PUBLIC AFFAIRS 337 CHARLES E YOUNG DR. EAST LOS ANGELES, CA, 90095-4656	ROLEY ASSOCIATES, INC. 1405 BARNHART LANE NORCO, CA, 92860
REGENTS OF UC 760 WESTWOOD AVE, (ROOM C8-887) LOS ANGELES, CA, 90024	RON WILKES PO BOX 2387 NORTH HILLS, CA, 91393
REGENTS OF UC UCLA INTEGRATED SUBSTANCE ABUSE PROGRAMS 1640 S. SEPULVEDA #200, LOS ANGELES, CA, 90025	ROSE TERRONES 511 S FIRST STE 304 ARCADIA, CA, 91006
REGENTS OF UC 10920 WILSHIRE BOULEVARD, SUITE 300 LOS ANGELES, CA, 90024-6502	S.C. YAMAMOTO, INC. 2031 EMERY AVENUE LA HABRA, CA, 90631
REGENTS OF UC - UCLA REMITTANCE CNTR BOX 951432, 1125 MURPHY HALL 405 HILGARD AVENUE, LOS ANGELES, CA, 90095-9000	SAFETY ZONE WEED AND BRUSH CONTROL 23843 BESSEMER STREET, WOODLAND HILLS, CA, 91367
REGENTS OF UC 10945 LE CONTE AVENUE, SUITE 3119 LOS ANGELES, CA, 90095-6980	SALINAS LANDSCAPING AND TREE PRESERVATION, INC. 2001 PREUSS ROAD, LOS ANGELES, CA, 90034-1205
REGENTS OF UC UCLA POLICE DEPARTMENT 601 WESTWOOD PLAZA, LOS ANGELES, CA, 90095	SEPCO EARTHSCAPE INC 120 WEST 127TH STREET LOS ANGELES, CA, 90061
REGENTS OF UC UCLA CENTRAL TICKET OFFICE P.O. BOX 24607, LOS ANGELES, CA, 90024-0607	SIAPIN HORTICULTURE 9103 PERKINS ST. PICO RIVERA, CA, 90660-4512
REGENTS OF UC - CARDIOLOGY 10833 LE CONTE AVE 17-178 CHS / MC 690418 LOS ANGELES, CA, 90095	SIGMA SERVICES INC 2140 EASTMAN AVE STE 200 VENTURA, CA, 93003
REGENTS OF UC RONALD REAGAN UCLA MEDICAL CENTER 10920 WILSHIRE BLVD STE 1700, L. A, CA, 90024-6502	SIMON'S POWER EQUIPMENT, INC. 12117 VANOWEN ST. NORTH HOLLYWOOD, CA, 91605-5652
REGENTS OF UC LOS ANGELES SCHOOL OF PUBLIC HEALTH 650 CHARLEES YOUNG DR, LOS ANGELES, CA, 90095-6900	SOUTHERN CALIFORNIA TREE & LANSOUTHERN CALIFORNIA GARDEN - SOUTHERN CALIFORNIA GARDEN PO BOX 3395, TORRANCE, CA, 90510
REGENTS OF UC DEPT OF ORTHOPAEDIC SURGERY 10833 LECONTE AVE 76-119 CHS, L. A., CA, 90095-6902	SPRAGUE CONSULTANTS, INC. 30251 GOLDEN LANTERN, SUITE E##90 LAGUNA NIGUEL, CA, 92677-5993
REGENTS OF UC - UCLA FACILITIES MANAGEMENT, 731 CHARLES E. YOUNG DRIVE SOUTH, SUITE 3102 LOS ANGELES, CA, 90095-1526	STACY L KONIER 3628 COUNTY ROAD CHINO, CA, 91710
REGENTS OF UC - INTEGRATED SUBSTANCE HOUSE 11075 SANTA MONICA BLVD STE 100 LOS ANGELES, CA, 90025	STAY-GREEN, INC. 26415 SUMMIT CIRCLE SANTA CLARITA, CA, 91350
REGENTS OF UC - UC REGENTS - UCLA CAREER PLAZA 501 WESTWOOD PLAZA - BOX 951573 LOS ANGELES, CA, 90095-1573	STEVENS TREE EXPERTS 2570 E. WALNUT ST., STE. A PASADENA, CA, 91107-3722
REGENTS OF UC UCLA VENICE DENTAL CENTER VENICE, CA, 90291-2843	STRATEGIC FACILITY SOLUTIONS, INC. 28 SALT SPRAY DRIVE LAGUNA NIGUEL, CA, 92677
REGENTS OF UC UNIVERSITY OF CALIF AT DAVIS - CASHIER OFFICE 1200 DUTTON HALL, DAVIS, CA, 95616	SUMAK, INC. P.O. BOX 1534 AGOURA HILLS, CA, 91376
REGENTS OF UC CONTINUING EDUCATION OF THE BAR 2100 FRANKLIN ST. SUITE 500, OAKLAND, CA, 94612-3098	SWAYZER'S INC. 1663 E. DEL AMO CARSON, CA, 90746
REGENTS OF UC RONALD REAGAN UCLA MEDICAL CENTER 757 WESTWOOD PLAZA STE B790A, L. A., CA, 90095	SYSTEMS MANAGEMENT, INC. 1635 N. LAKE AVE. PASADENA, CA, 91104-2321
RICHARD C JEWETT 36200 PARADISE RANCH SUITE 105 CASTAIC, CA, 91384	T.G. DESIGNSCAPES 594 CEDAR CREST AVE CLAREMONT, CA, 91711

**LANDSCAPE AND GROUNDS MAINTENANCE VENDORS**

TANIA GYBELSE ENVIRONMENTAL CONCEPT 16140 SATICOY VAN NUYS, CA, 91406	UNITED PACIFIC SERVICES 120 E. LA HABRA BLVD., STE 107 LA HABRA, CA, 90631-2310
THE CHRYSALIS CENTER 1853 LINCOLN BLVD SANTA MONICA, CA, 90404	UNITED PACIFIC SERVICES 120 EAST LA HABRA BOULEVARD, SUITE 107 LA HABRA, CA, 90631-2310
THE CHRYSALIS CENTER 522 S. MAIN ST. LOS ANGELES, CA, 90013	UNIVERSO CLEANING INC. 111 S. GARFIELD BLVD., STE 101-A MONTEBELLO, CA, 90640
THE ORIGINAL MOWBRAYS 171 S WATERMAN AVE SAN BERNARDINO, CA, 92408	URBAN HABITAT ENVIRONMENTAL LANDSCAPES PO BOX 803036 SANTA CLARITA, CA, 91380
THE PAR 3 GROUP 101 ATLANTIC AVE., STE. 104 LONG BEACH, CA, 90802	VALLEY LIGHT INDUSTRIES INC 5358 IRWINDALE AVE, UNIT B BALDWIN PARK, CA, 91706
TOTAL RESOURCES INC. DBA TOTAL CONSTRUCTION RESOURCES 13507 TELEGRAPH ROAD, UNIT C, WHITTIER, CA, 90605	VENCO WESTERN 2400 EASTMAN AVE OXNARD, CA, 93030
TRANSFORMED CONSTRUCTION INC 14301 VENTURA BLVD SHERMAN OAKS, CA, 91423	VERONICA MEJIA 1240 E ONTARIO AVE #102 CORONA, CA, 92881
TREE PRESERVATION COMPANY 430 N. CHESTER AVE., STE. 106 PASADENA, CA, 91106	VILLA ESPERANZA SERVICES 2116 E. VILLA ST. PASADENA, CA, 91107-2435
TREE PRESERVATION, INC. 9722 MARCUS AVE TUJUNGA, CA, 91042	WALTON FACILITIES MANAGEMENT 6860 CANBY AVENUE, #102 RESEDA, CA, 91335
TRI VALLEY LANDSCAPE 7 DUESENBERG DRIVE WESTLAKE VILLAGE, CA, 91362	WD ENTERPRISE, INC PO BOX 8804 WICHITA, KS, 67208-0804
TROPICAL CREATIONS, INC. 14560 CALVERT STREET VAN NUYS, CA, 91411	WE SERVICE AMERICA, INC. 10311 S. LA CIENEGA BLVD. LOS ANGELES, CA, 90045
TRUGREEN LANDCARE 1323 W. 130TH ST. GARDENA, CA, 90247-1503	WIEDMANN BROS. DISTRIBUTING CO., LLC 3940 LAUREL CANYON BLVD., STE. 1457 STUDIO CITY, CA, 91604
TRUGREEN LANDCARE 1367 W. 9TH ST. UPLAND, CA, 91786-5712	WILLOWBROOK LANDSCAPE INC. 14930 FARMINGTON ST. HESPERIA, CA, 92345
TRUGREEN LANDCARE 7755 DEERING AVE. CANOGA PARK, CA, 91304	WOODS MAINTENANCE SERVICES INC HYDRO PRESSURE SYST & GRAFFITI CONTROL SYST 7260 ATOLL AVE., NORTH HOLLYWOOD, CA, 91605-4104
TRUGREEN LANDCARE 1150 W. TRENTON AVENUE ORANGE, CA, 92867	WOODS MAINTENANCE SERVICES INC HYDRO PRESSURE SYST & GRAFFITI CONTROL SYST 7260 ATOLL AVENUE, NORTH HOLLYWOOD, CA, 91605-4104
TRUGREEN LANDCARE MIRAMAR WHOLESALE NURSERIES 5400 GOVERNOR DRIVE, SAN DIEGO, CA, 92122-2851	WURZEL LANDSCAPE 3214 OAKDELL RD. STUDIO CITY, CA, 91604-4221
TRUGREEN LANDCARE DEPT 34680, PO BOX 39000 SAN FRANCISCO, CA, 94139	Z&T VENTURES, INC. SERVICE-SCAPE 9716 COTTONWOOD WAY, ALTA LOMA, CA, 91737
TRUGREEN LANDCARE 1315 WEST 130TH STREET GARDENA, CA, 90247	

Revised 04/14

**EXHIBIT 7****County of Los Angeles - Community Business Enterprise (CBE) Program****Request for Local SBE Preference Program Consideration and  
CBE Firm/Organization Information Form**

**INSTRUCTIONS:** All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

FIRM NAME: Mariposa Landscapes, Inc.

COUNTY VENDOR NUMBER: 50312901

- ☐ As a Local SBE, certified by the County of Los Angeles, Internal Services Department, I request this proposal/bid be considered for the Local SBE Preference.
- ☐ Attached is my Local SBE Certification letter issued by the County

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

<b>Business Structure:</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
<b>Total Number of Employees</b> (including owners): 500+						
<b>Race/Ethnic Composition of Firm.</b> Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American					2	
Hispanic/Latino	1		11	1	371	1
Asian or Pacific Islander				1	1	36
American Indian						
Filipino						
White			4		2	1

**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	100 %	%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS**

**ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis- advantaged	Disabled Veteran	Expiration Date
County of Los Angeles	X				10/27/14
City of Los Angeles	X				

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name Terry Noriega	Authorized Signature 	Title President	Date 4/11/14
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**CONTRACT  
BY AND BETWEEN**

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION**

**AND**

**MARIPOSA LANDSCAPES, INC.**

**FOR**

**LANDSCAPE MAINTENANCE SERVICES AT  
SOUTH COAST BOTANIC GARDEN**

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**CONTRACT BETWEEN  
COUNTY OF LOS ANGELES  
AND  
MARIPOSA LANDSCAPES, INC.  
FOR  
LANDSCAPE MAINTENANCE SERVICES AT  
SOUTH COAST BOTANIC GARDEN**

This Contract and Exhibits made and entered into this 5th day of November, 2014, by and between the County of Los Angeles, hereinafter referred to as the County, and Mariposa Landscapes, Inc., hereinafter referred to as the Contractor.

**RECITALS**

**WHEREAS**, pursuant to Section 44.7 of the Los Angeles County Charter as implemented by Los Angeles County Code Section Title 2, Chapter 2.121.250, et seq., the County is permitted to contract with private businesses to perform services when it is more economical or feasible to do so; and

**WHEREAS**, the Contractor is duly licensed and certified to engage in the business of landscape maintenance services; and warrants that it possesses the competence, expertise, equipment, resources and personnel necessary to provide such services; and

**WHEREAS**, the Contractor has submitted a proposal to the County for provision of such services and based upon an evaluation of the proposals under Los Angeles County Code Section 2.121.320 the Contractor has been selected for recommendation for award of such contract; and

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## **1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, and R are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority:

- 1.1 EXHIBIT A Pricing and Billing Schedule and Performance Frequencies
- 1.2 EXHIBIT B Statement of Work
- 1.3 EXHIBIT C Prevailing Wage Determinations
- 1.4 EXHIBIT D Contractor's EEO Certification
- 1.5 EXHIBIT E Public Works Payroll Reporting Forms
- 1.6 EXHIBIT F Contractor's Quality Control Plan
- 1.7 EXHIBIT G Internal Revenue Service Notice No. 1015
- 1.8 EXHIBIT H Jury Service Ordinance
- 1.9 EXHIBIT I Safely Surrendered Baby Law
- 1.10 EXHIBIT J Living Wage Ordinance
- 1.11 EXHIBIT K Monthly Certification for Applicable Health Benefits Payment
- 1.12 EXHIBIT L Payroll Statement of Compliance
- 1.13 EXHIBIT M Employee Notice of Living Wage Handout (Eng/Span)
- 1.14 EXHIBIT N Contractor Acknowledgement and Confidentiality Agreement
- 1.15 EXHIBIT O County Defaulted Property Tax Reduction Program
- 1.16 EXHIBIT P Certification of Compliance with Green Initiatives
- 1.17 EXHIBIT Q County's Smoking Ban Ordinance
- 1.18 EXHIBIT R South Coast Botanic Garden Meadows Map

## **2.0 DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 Contract:** Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of services.
- 2.2 Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by this Contract.
- 2.3 Board of Supervisors:** The Board of Supervisors of the County of Los Angeles acting as governing body or their designee.
- 2.4 Contractor Contract Manager:** The individual designated by the Contractor to administer the Contract operations after award of the Contract.
- 2.5 County Contract Monitor:** Person with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.6 County Contract Manager:** Person designated by the Director with authority to manage the operations related to this Contract, or his/her authorized representative.
- 2.7 Department:** The County of Los Angeles Department of Parks and Recreation acting on behalf of the County for matters relating to this Contract.
- 2.8 Director:** The Director of the Department of Parks and Recreation, County of Los Angeles, acting on behalf of the County on contractual or administrative matters relating to the enforcement of this Contract, or his authorized representative(s).
- 2.9 Monthly Contract Sum:** The amount of one-twelfth (1/12) of the total annual amount of compensation, or a prorated monthly amount, to be paid by the County for services rendered by the Contractor under the terms and conditions of this Contract.
- 2.10 Statement of Work:** The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.

**2.11 Day(s):** Calendar day(s) unless otherwise specified.

**2.12 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

### **3.0 CONTRACTOR SERVICES**

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the Statement of Work, Exhibit B.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

3.3 Contractor shall notify the Director in writing as soon as reasonably possible on the same day of discovery of any damage due to extraordinary incidents such as Acts of God and suspected third party negligence.

### **4.0 TERM OF CONTRACT**

4.1 The term of this Contract shall be for five (5) years commencing **January 1, 2015**, following the Board of Supervisors' approval, and continuing through **December 31, 2019**, unless terminated sooner or extended, in whole or in part, as provided in this contract.

4.2 The County shall have the sole option to extend the Contract term for up to three (3) additional one-year periods. Each such option year shall be exercised at the sole discretion of the Director, which may include a cost of living adjustment (COLA) per option year as provided for in Paragraph 5.4, hereinafter.

4.3 The Contractor shall notify the Department when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the Department at the address herein provided in Subparagraph 9.32, Notices, of this Contract.

4.4 By reasons or acts beyond the control of the County, this Contract may be terminated by the County without liability or damages whenever the



County is prevented by operation of laws, Acts of God, or by the official action of Local, State or Federal authorities from complying with the provisions of this Contract.

## **5.0 CONTRACT SUM**

- 5.1 The contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of landscape maintenance services. Said sum shall comply with Exhibit A, Pricing and Billing Schedule and Performance Frequencies.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any other entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 In no event shall the Contractor be entitled to compensation exceeding the total contract amount unless the Contract is amended in writing pursuant to Section 8.0, Change Notices and Amendments.

### **5.4 Cost of Living Adjustment (COLA)**

If the County elects in its sole determination to exercise the option years, the contract (hourly, daily, monthly, etc.) sum, identified hereinabove, may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period.

Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no cost of living adjustments will be granted. Where the County decides to grant a cost of living adjustment pursuant to this paragraph for contract option years, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the contractor can show his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this contract, it shall require a written amendment to this contract first, that has been formally approved and executed by the parties.

**5.5 No Payment for Services Provided Following Expiration/Termination of Contract**

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment, it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

- 5.6 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the Director at the address herein provided under Subparagraph 9.32, Notices, of this Contract.

**5.7 Invoices and Payments**

- 5.7.1 The Contractor shall invoice the County monthly in arrears for providing the tasks, deliverables, goods, services, and other work specified in Exhibit B, Statement of Work and priced in accordance

with Exhibit A, Pricing and Billing Schedule and Performance Frequencies .

- 5.7.2 The Contractor shall present two (2) copies of the monthly invoice for work performed during the preceding month. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. Said invoices shall include all required certifications and reports as provided for in this Contract, including Subparagraph 10.1, Compliance with the County's Living Wage Program, Exhibit J, and Exhibit B, Statement of Work, Section 3, Certifications/Reports. No invoice will be approved for payment unless the required subject documents identified hereinabove are included with the invoice.
- 5.7.3 The Contractor shall submit the monthly invoices to the County on or before the 15<sup>th</sup> calendar day of each month in the amount of one-twelfth (1/12) of the total annual amount of compensation, or a prorated monthly amount, to be paid by the County for services rendered by the Contractor under the terms and conditions of this Contract. Said payment shall be made within thirty (30) days upon receiving a properly prepared and correct invoice, providing that all work performed during the preceding month has been inspected and accepted by the Director and that applicable certifications and reports have been submitted in accordance with the provisions of this Contract.
- 5.7.4 All invoices submitted by the Contractor for payment must have the written approval of the Director prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. The Contractor shall look for payment exclusively from the funds having been allocated by the County for such services.
- 5.7.5 Local Small Business Enterprises (Local SBE) – Prompt Payment Program**

Certified Local SBE's will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

## **6.0 ENFORCEMENT OF CONTRACT**

- 6.1 The Director shall be responsible for the enforcement of this Contract on behalf of the County and shall be assisted therein by those officers and employees of the County having duties in connection with the administration thereof. The Director hereby reserves the right to: (a) assign such personnel as are needed to serve as Contract Monitor(s) in order to inspect and review the Contractor's performance of, and compliance with, all contractual services, duties, obligations, responsibilities, administrative procedures and staffing as set forth in this Contract, and (b) require the Contractor to provide such written documentation and/or regular reports as the Director deems necessary to verify and review the Contractor's performance under this Contract.
- 6.2 The County reserves the right to perform inspections at any time for the purpose of maintaining the Contractor's compliance with all Contract terms and conditions and performance standards.
- 6.3 The Contractor hereby agrees to cooperate with the Director, County Contract Managers and Monitors, and any appropriate Federal or State representative, in the review and monitoring of the Contractor's service program, records and procedures at any reasonable time, as requested by the County.
- 6.4 In the event the County commences legal proceedings for the enforcement of this Contract or recovery of the premises herein, the Contractor does hereby agree to pay any sum which may be awarded to the County by the Court for attorney's fees and costs incurred in the action brought thereon.

## **7.0 CONTRACTOR'S STAFF**

- 7.1 At any time prior to or during the term of this Contract, the County may require that all of the Contractor's staff performing work under this Contract undergo and pass, to the satisfaction of the County, a background investigation, as a condition of beginning and continuing to work under this Contract. The County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the sole expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation. All background reports on current and future staff hired by the Contractor will be submitted to the Director.
- 7.1.1 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.1.2 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.1.3 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.1 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.
- 7.2 The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. The Contractor's employees, whether assigned to any one facility or as part of a crew serving any number of facilities, shall include at least one individual who speaks and comprehends the English language.

- 7.3 The Contractor shall designate a person who will be able to respond to emergencies after normal business hours. Designee shall be available for notification through a cell phone, answering service, beeper or electronic mail communication device to receive or respond to emergency situations.
- 7.4 The Director has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff.
- 7.5 The Director may at any time give the Contractor written notice to the effect that the conduct or action of a designated employee of the Contractor is, in the reasonable belief of the Director, detrimental to the interest of the public patronizing the premises. The Contractor shall meet with the Director or his authorized representative to consider the appropriate course of action with respect to the matter and the Contractor shall take reasonable measures under the circumstances to assure the Director that the conduct and activities of the Contractor's employee(s) will not be detrimental to the interest of the public patronizing the premises.
- 7.6 The Director may require the Contractor to establish an identification system for personnel assigned to the facility which clearly indicates to the public the name of the Contractor responsible for the landscape maintenance services. The identification system shall be furnished at the Contractor's expense and may include, but not be limited to, appropriate attire and/or name badges as specified by the Director.
- 7.7 The Contractor shall require each of his employees to adhere to basic public works standards of working attire. These are basically: uniforms, proper shoes and other gear as required by State Safety Regulations, and the proper wearing of the clothing. Shirts shall be worn at all times and shall be buttoned.
- 7.8 The Contractor shall provide readily available transportation or access within 300 feet to toilet facilities to employees who are working in the field during normal business hours for the duration of the contract term. In the event that the Contractor provides a toilet structure for its employees, the

toilet structure must be clean and in good working order and supplied with adequate toilet supplies.

## **7.9 Confidentiality**

7.9.1 The Contractor shall maintain the confidentiality of all records obtained from the County under this Contract in accordance with all applicable Federal, State or local laws, ordinances, regulations and directives relating to confidentiality.

7.9.2 The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.9.3 The Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit N.

## **8.0 CHANGE NOTICES AND AMENDMENTS**

The County reserves the right to change any portion of the work required under this Contract, or amend such other terms and conditions that may be necessary. All such revisions shall be accomplished in the following manner:

8.1 A Change Notice shall be prepared, and executed by the Contractor and the Director for any changes, deemed by the Director as necessary for the proper landscape maintenance services of the area, and which affect the Contractor's service requirements set forth in Exhibit B, and any corresponding changes in the Contract Sum, not to exceed the annual contract amount plus ten percent (10%).

8.2 For any change which affects any other term or condition included in this Contract, or any changes in the Contractor's service requirements as set forth in Exhibit B that exceeds the annual contract amount plus ten percent (10%), excluding the provisions of Paragraph 5.4 (COLA) hereinabove, an Amendment shall be prepared therefore, executed by the Contractor, and thereafter by the County's Board of Supervisors.

8.3 The County's Board of Supervisors, Chief Executive Officer, or designee may require the addition of and/or change certain terms and conditions in

the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such orders, an Amendment to the Contract shall be prepared and executed by the Contractor and the Director.

- 8.4 The Director may, at his sole discretion, authorize extensions of time as defined in Section 4.0, Term of Contract, of this Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the periods of such extensions. To implement an extension of time, a "Notice to Extend" letter shall be prepared and executed by the Director.

## **9.0 STANDARD TERMS AND CONDITIONS**

### **9.1 Assignment and Delegation**

- 9.1.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 9.1.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written



consent of the County in accordance with applicable provisions of this Contract.

- 9.1.3 If any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

## **9.2 Authorization Warranty**

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

## **9.3 Budget Reductions**

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence,

the Contractor shall continue to provide all of the services set forth in this Contract.

## **9.4 Complaints**

- 9.4.1 Within ten (10) business days after the effective date of this Contract, the Contractor shall provide the County with its plan for receiving, responding and abating all inquiries and complaints received from the Director, County personnel, or patrons using the facility. The County will review and approve said plan or request changes. If changes are requested, the Contractor shall resubmit the revised plan within five (5) business days for approval. Changes by the Contractor must first be approved by the County before implementation.
- 9.4.2 During the term of this contract, the Contractor shall maintain an office located in the Los Angeles Metropolitan Area. In addition, the Contractor shall maintain a telephone at the office that is listed in the telephone directory in its own name or in the firm name by which it is most commonly known.
- 9.4.3 During normal business hours, Contractor shall have a responsible employee(s) to receive all inquiries and complaints that may be received from the Director, County personnel or patrons using the facility and take the necessary action. An answering service shall be considered an acceptable substitute to full-time coverage, provided the Contractor is advised of any complaint within one (1) hour of receipt of such complaint by the answering service. The Contractor's employee(s) responsible for providing the landscape maintenance services shall be available for notification through cell phone, answering service, beeper or electronic mail communications during normal business hours.
- 9.4.4 During normal days and hours of operation, whenever immediate action is required to prevent impending injury, death or property damage to the facility being maintained, the County may, after a

reasonable attempt to notify the Contractor, cause such action to be taken by the County work force and shall charge the cost thereof as determined by the Director, against the Contractor, or may deduct such cost from an amount due to the Contractor from the County.

- 9.4.5 The Contractor shall maintain a written log of all complaints. The log shall include the name of the employee logging the complaint, the date and time of the complaint, the facility where the complaint is about, a description of the complaint, the name and address of the complainant, and the action taken or the reason for non-action. The log of complaints shall be submitted monthly with the Contractor's invoice and shall be open to the inspection of the Director at all reasonable times.
- 9.4.6 All complaints shall be abated as soon as possible after notification; but in all cases within twenty-four (24) hours, to the satisfaction of the Director. If any complaint is not abated within twenty-four (24) hours, the Director shall be notified immediately of the reason for not abating the complaint followed by a written report to the Director within five (5) days. If the complaints are not abated within the time specified or to the satisfaction of the Director, the Director may correct the specific complaint and the total cost incurred by the County will be deducted and forfeit from the payments owing to the Contractor from the County.
- 9.4.7 Contractor shall provide and maintain at its own expense an active local or toll free telephone number to make sure that emergency calls can be received. The Contractor or his/her designated person shall ensure that emergency calls can be received after normal business hours on a twenty-four (24) hour, seven (7) day a week basis. The Contractor or his/her designee shall maintain a cell phone, answering service, beeper or electronic mail communication device to receive and respond to all calls in the event of an emergency.

## **9.5 Compliance with Applicable Law**

- 9.5.1 The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 9.5.2 The Contractor shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

## **9.6 Compliance with Civil Rights Laws**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D, Contractor's EEO Certification.

## **9.7 Compliance with the County's Jury Service Program**

### **9.7.1 Jury Service Program**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

### **9.7.2 Written Employee Jury Service Policy**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the

provisions of this Sub-paragraph. The provisions of this Subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. The Contractor's violation of this Subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **9.8 Conflict of Interest**

- 9.8.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 9.8.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Contract.

## **9.9 Consideration of Hiring County Employees Targeted for Layoff/Or Re-employment List**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or

qualified, former County employees who are on a re-employment list during the life of this Contract.

## **9.10 Consideration of Hiring GAIN/GROW Program Participants**

9.10.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) to obtain a list of qualified GAIN/BROW job candidates.

9.10.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

## **9.11 Contractor Responsibility and Debarment**

### **9.11.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

### **9.11.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible,



the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

#### **9.11.3 Non-responsible Contractor**

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### **9.11.4 Contractor Hearing Board**

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a

recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the

Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### **9.11.5 Subcontractors of Contractor**

These terms shall also apply to Subcontractors of County Contractors.

### **9.12 Contractor's Acknowledgement of County's Commitment to Child Support Enforcement**

The Contractor acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at the Contractor's place of business. The County's Child Support Services Department will supply the Contractor with the poster to be used.

### **9.13 Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the posters can be found on the internet at [www.babysafela.org](http://www.babysafela.org).

### **9.14 Contractor's Warranty of Adherence to County's Child Support Compliance Program**

9.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

9.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and

Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

### **9.15 Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program**

- 9.15.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are currently in paying their property tax obligations (secured and unsecured toll) in order to mitigate the economic burden otherwise imposed upon County and its tax payers.
- 9.15.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County code Chapter 2.206.

### **9.16 County's Quality Assurance Plan**

The County or its agent(s) will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

## **9.17 Damage to County Facilities, Buildings or Grounds**

- 9.17.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, appurtenances, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be completed according to the specifications and instructions provided by the Director and shall be completed immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 9.17.2 All damage resulting from chemical operation, either spray-drift or lateral leaching, shall be corrected in accordance with the park maintenance standards provided by the Director and the soil conditioned to insure its ability to support plant life.
- 9.17.3 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

## **9.18 Employment Eligibility Verification**

- 9.18.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

9.18.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

## **9.19 Facsimile Representations**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Section 8.0, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Change Notices and Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of “original” versions of such documents.

## **9.20 Fair Labor Standards**

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

## **9.21 Governing Law, Jurisdiction, and Venue**

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes

regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

## **9.22 Independent Contractor Status**

- 9.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 9.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 9.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

## **9.23 Indemnification**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and



expenses (including attorney and expert witness fees), arising from and/or relating to this contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## **9.24 General Provisions for All Insurance Coverage**

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 9.24 and 9.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

### **9.24.1 Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming County Indemnities (defined below) have been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on

the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements shall be sent to the Director, Attention: Contracts, Golf and Special Districts Division, 301 North Baldwin Avenue, Arcadia CA 91007-2697 prior to commencing services under this Contract.
- Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### **9.24.2 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (County Indemnities) shall be provided additional insured status under Contractor's

General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County Indemnities' additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County Indemnities as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### **9.24.3 Cancellation of or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain, a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

#### **9.24.4 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payment(s) due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

**9.24.5 Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A: VII unless otherwise approved by County.

**9.24.6 Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

**9.24.7 Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

**9.24.8 Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

#### **9.24.9 Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

#### **9.24.10 Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

#### **9.24.11 Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

#### **9.24.12 Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### **9.24.13 Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County

Indemnities shall be designated as an Additional Covered Party under any approved program.

#### **9.24.14 County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

### **9.25 Insurance Coverage Requirements**

#### **9.25.1 Commercial General Liability**

Commercial General Liability Insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County Indemnities as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

#### **9.25.2 Automobile Liability**

Automobile Liability Insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos and the transport of mobile equipment pursuant to this Contract, including owned, leased, hired, and/or non-owned autos and/or mobile equipment, as each may be applicable.

#### **9.25.3 Workers Compensation and Employers' Liability**

Workers Compensation and Employers' Liability Insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an

Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal occupational disease law.

#### **9.25.4 Property Coverage**

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County Indemnities shall be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

### **9.26 Interpretation of Maintenance Specifications**

- 9.26.1 Should any misunderstanding arise, the Director will interpret this Contract. If the Contractor disagrees with the interpretation of the Director, the Contractor shall continue with the work in accordance with the Director's interpretation. Within thirty (30) days after receipt of the interpretation, the Contractor may file a written request for a hearing before a Disputes Review Panel as provided hereinafter. The written request shall outline in detail the area of dispute.
- 9.26.2 The Disputes Review Panel will be appointed by the Director and will be composed of not less than three (3) County personnel having experience in the administration of landscape maintenance services contracts. The panel will convene within

one (1) week of appointment in order to hear all matters related to the dispute. The hearing will be informal and formal rules of evidence will not apply. The Panel will submit its recommendation to the Director, for his consideration, within one (1) week following the conclusion of the hearing. The Director shall render an interpretation based upon his review of the Panel's recommendation.

## **9.27 Nondiscrimination and Affirmative Action**

- 9.27.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 9.27.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D, Contractor's EEO Certification.
- 9.27.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 9.27.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.



- 9.27.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 9.27.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Subsection 9.27 when so requested by the County.
- 9.27.7 If the County finds that any provisions of this Subsection 9.27 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- 9.27.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## 9.28 Non Exclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the Department of Parks and Recreation from acquiring similar, equal or like goods and/or services from other entities or sources.

## 9.29 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) day, give notice thereof, including all relevant information with respect thereto, to the other party, as set forth in paragraph 9.32, Notices, and by facsimiles, electronic mail and telephone call as set forth herein:

### Notice to the County:

Name: Stuart Fasoli  
Phone: (310) 544-6815  
Fax: (310) 544-6820  
Email: sfasoli@parks.lacounty.gov

### Notice to the Contractor:

Luis Valenzuela  
(626) 960-0196 ext.309  
(626) 960-8477  
LuisV@mariposa-ca.

## 9.30 Notice to Employees Regarding the Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015. The notice is set forth in Exhibit G of this Contract.

### **9.31 Notice to Employees Regarding the Safely Surrendered Baby Law**

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I (Safely Surrendered Baby Law) of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **9.32 Notices**

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid. The address to be used for any given notice served by mail upon the Contractor shall be: Mariposa Landscapes, Inc., Attention: Terry Noriega, 15529 Arrow Highway, Irwindale, CA 91706. Any notice served by mail upon the County shall be addressed to the County of Los Angeles Department of Parks and Recreation, Attention: Contracts, Golf & Special Districts Division, 301 North Baldwin Avenue, Arcadia, CA 91007-2697, or such other place as may hereinafter be designated in writing to the Contractor by the Director. Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

### **9.33 Prevailing Wages**

In accordance with the provisions of Article 2, Chapter 1, Part 7, Division 2 of the Labor Code, the State Department of Industrial Relations has ascertained the prevailing rate of per diem wages in the locality wherein the work is to be performed to be paid each craft or type of worker or mechanic needed to properly perform and complete the contemplated

work. The Prevailing Wage for Landscape Laborers is set forth in Exhibit C of this Contract and the prevailing wage determination rates issued by the State Department of Industrial Relations for other craft or type of worker or mechanic that may be utilized to perform the specified work is on file with the Los Angeles County Department of Parks and Recreation, Project Management Agency, and all of these rates will apply to any Contract entered into pursuant thereto. Under the terms of the aforementioned sections, it will be required that no less than the rates so ascertained and set forth shall be paid to all laborers, workers or mechanics employed or engaged in said work. For each person so employed or engaged whether by the Contractor or any subcontractor under him who is paid at a rate less than that specified for the particular work performed, the Contractor shall forfeit to the County as a penalty the sum of Twenty-Five Dollars (\$25) for each day or portion thereof for which said person was paid less than the specified prevailing wage. The provisions of Section 1775 of the Labor Code shall be complied with by the Contractor. Wages to be paid apprentices employed or engaged in the contemplated work shall be determined in the manner provided by Section 1777.5 of the Labor Code.

### **9.34 Public Records Act**

9.34.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Subsection 9.36, Record Retention and Inspection/Audit Settlement, of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public

Records Act) and which are marked “trade secret”, “confidential”, or “proprietary.” The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 9.34.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret,” “confidential,” or “proprietary,” the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in any action or liability arising under the Public Records Act.

## **9.35 Publicity**

- 9.35.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:
- a. The Contractor shall develop all publicity material in a professional manner; and
  - b. During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director. The County shall not unreasonably withhold written consent.
- 9.35.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided

that the requirements of this Subparagraph 9.35 shall apply.

### **9.36 Record Retention and Inspection/Audit Settlement**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

9.36.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

- 9.36.2 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 9.36 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 9.36.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than the payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.
- 9.36.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract,

including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to the Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

### **9.37 Recycled Bond Paper**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

### **9.38 Remedies/Liquidated Damages**

9.38.1 If, in the judgment of the Director, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby,



the Director, at his option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director in a written notice describing the reasons for said action.

- 9.38.2 If the Director determines that there are deficiencies in the performance of this contract that the Director deems are correctable by the Contractor over a certain time span, the Director will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the said specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is three percent (3%) of the monthly maintenance amount or One Hundred Dollars (\$100) per day, whichever is greater and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by completion of the work by an alternate source, whether it be County forces or a separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County. The action above shall not be construed as a penalty but

as an adjustment of payment to the Contractor to recover County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

9.38.3 In addition to the remedies provided heretofore, this Contract may be terminated per Subsection 9.45, Termination for Default, of the Contract upon the Contractor's failure to correct deficiencies in a timely manner.

9.38.4 This Subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Subparagraph 9.38.2 above, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

### **9.39 Right of Entry**

9.39.1 In the event this Contract is suspended or terminated in whole or in part, by the Board of Supervisors, the Board of Supervisors may instruct the Director to assume the responsibility of said Contract, employ the necessary workers, purchase materials and supplies as may be necessary for the proper performance of the work contracted. For the purpose of satisfying and/or mitigating damages arising from a breach of this Contract, any excess costs as determined by the Director, arising therefrom over and above the compensation set forth within this Contract, may be charged against the Contractor.

9.39.2 In the event of such suspension or termination, all moneys due to Contractor or retained as security under the terms of this Contract shall be retained by the County; but such retention will not release the Contractor from liability for failure to perform under the terms of this Contract.

9.39.3 If in the sole discretion or judgment of the Director, and in accordance with Subparagraph 9.38, Remedies/Liquidated Damages, of this Contract, the Contractor and/or its employee(s)

are not properly performing the services required under this Contract, then the Contractor and/or all of its employees may be temporarily replaced by County personnel and payment to be made by the County may be suspended while the matter is being Investigated. In addition, the total cost as determined by the Director, incurred by County personnel shall be deducted and forfeited from the monthly payment to the Contractor from the County.

#### **9.40 Subcontracting**

- 9.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.
- 9.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information along with its written request to subcontractor promptly at the County's request:
- a. A description of the work to be performed by the subcontractor;
  - b. A draft copy of the proposed subcontract; and
  - c. Other pertinent information and/or certifications requested by the County.
  - d. The Contractor shall ensure delivery of all such documents to the Department at the address provided in Subsection 9.32, Notices, before any subcontractor employee may perform any work hereunder.
- 9.40.3 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 9.40.4 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel,

including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.

- 9.40.5 The Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees.
- 9.40.6 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 9.40.7 In the event Director should consent to subcontracting:
  - a. each and all of the provisions of this Contract and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or administrators of the respective parties; and
  - b. the Contractor shall include in all subcontracts the following provision: "This Contract is a subcontract under the terms and conditions of a prime contract with the County of Los Angeles. All representations and warranties shall inure to the benefit of the County of Los Angeles."
- 9.40.8 The Contractor shall obtain all Certificates of Insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County, from each approved Subcontractor.
- 9.40.9 The Contractor shall indemnify, defend, and hold harmless County from any and all liability arising or resulting from the employment of any subcontractors and their employees in the same manner as for the Contractor's own employees.

#### **9.41 Termination For Breach of Warranty to Maintain Compliance With County's Defaulted Property Tax Reductions Program**

9.41.1 Failure of Contractor to maintain compliance with the requirements set for in Paragraph 9.15 "Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provisions of this contract, failure of contractor to cure such default within ten (10) days of notice shall be grounds upon which county may terminate this contract and/or pursue debarment of Contractor, pursuant to County code chapter 2.206.

#### **9.42 Termination For Breach of Warranty to Maintain Compliance With County's Child Support Compliance Program**

Failure of the Contractor to maintain compliance with the requirements set forth in Subparagraph 9.14, Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Subparagraph 9.45, Termination for Default, and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

#### **9.43 Green Initiatives**

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Contractor shall purchase, store, and use environmentally and human friendly products that are compatible with products used by County. County shall determine and approve Contractor's products prior to their use. In addition, Contractor must complete and submit the Green Initiative Compliance Form as set forth in Exhibit P.

## **9.44 Termination for Convenience by County**

- 9.44.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.
- 9.44.2 After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor shall:
- a. Stop work under this Contract on the date and to the extent specified in such notice, and
  - b. Complete performance of such part of the work as shall not have been terminated by such notice.
- 9.44.3 After receipt of a Notice of Termination, the Contractor shall submit to the Director, in the form and with the certification as may be prescribed by the County, its termination claim and invoice. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination. Upon failure of the Contractor to submit its termination claim and invoice within the time allowed, the County may determine, on the basis of information available to the County, the amount, if any, due to the Contractor in respect to the termination, and such determination shall be final. After such determination is made, the County shall pay the Contractor the amount so determined.
- 9.44.4 Subject to the provisions of the paragraph immediately above, the County and the Contractor shall negotiate an equitable amount to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause which amount may

include a reasonable allowance for profit on services rendered but shall not include an allowance on services terminated. The County shall pay the agreed amount, provided that such amount shall not exceed the total funding obligated under this Contract as reduced by the amount of payments otherwise made and as further reduced by the contract price of services not terminated.

- 9.44.5 In the event that, following service of the Notice of Termination of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, that the default was excusable under provisions of this clause, or the Contractor has, to the satisfaction of the Director, cured any default, the Director shall issue, within five (5) business days, a rescission of the Notice of Termination, and the rights and obligations of the parties shall be the same as if the Notice of Termination had not been issued.

## **9.45 Termination for Default**

- 9.45.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, in the following circumstances:
- a. The Contractor has materially breached this Contract;
  - b. The Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract;
  - c. The Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.
- 9.45.2 Upon the occurrence of Subparagraph 9.45.1, this Contract shall be subject to termination. As a condition precedent thereto, the

Director shall give the Contractor a minimum of three (3) days notice by registered or certified mail or personal service of the date set for termination thereof; the grounds therefor; and that an opportunity to be heard thereon will be afforded on or before said termination date, if request is made therefor.

- 9.45.3 Notwithstanding the above, the Director, in his/her sole discretion, may refrain from recommending immediate termination of this Contract for default if the Director, in his/her sole discretion, determines that the default is capable of being cured and (1) the Contractor cures its default within a five (5) day period after notice is given, or (2) if the default cannot reasonably be cured within the five (5) days after notice is given, the Contractor reasonably commences to cure its default within the five (5) day period and diligently and in good faith continues to cure the default. If the Contractor fails to cure the default to the Director's satisfaction, the Director shall recommend termination for default to the Board of Supervisors.
- 9.45.4 In the event that the County terminates this Contract in whole or in part as provided in this section, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. Any excess costs, as determined by the Director, arising therefrom over and above the contract sum may be charged against the Contractor. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Subparagraph.
- 9.45.5 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Subparagraph 9.45.4 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of a public enemy, acts of the County in either its



sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Subparagraph 9.45.5, the term "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

- 9.45.6 In the event the County terminates this Contract in its entirety due to the Contractor's default as provided in Subparagraph 9.45.1, the Contractor and the County agree that the County will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the County's costs of procurement of replacement services and costs incurred due to delays in procuring such services. Therefore, the Contractor and the County agree that the County shall, at its sole option and in lieu of the provisions of Subparagraph 9.45.2, be entitled to liquidated damages from the Contractor, pursuant to California Civil Code Section 1671, in the amount of Five Thousand Dollars (\$5,000) or five percent (5%) of the applicable year's Contract sum, whichever is less, as equitable compensation to the County for such actual damages. This amount of liquidated damages shall be either paid by the Contractor to the County by cash payment upon demand or, at the sole discretion of the Director, or designee, deducted from any amounts due to the Contractor by the County, whether under this Contract or

otherwise. These liquidated damages shall be in addition to any credits, which the County is otherwise entitled to under this Contract, and the Contractor's payment of these liquidated damages shall not in any way change, or affect the provisions of Subsection 9.23, Indemnification.

9.45.7 In the event that, following service of the Notice of Termination of this Contract under the provisions of this Subparagraph 9.45, it is determined for any reason that the Contractor was not in default under the provisions of this Subparagraph 9.45, that the default was excusable under provisions of this Subparagraph 9.45, or Contractor has, to the satisfaction of the Director, cured any default, the Director shall issue, within five (5) business days, a rescission of the Notice of Termination, and the rights and obligations of the parties shall be the same as if the Notice of Termination had not been issued.

9.45.8 The rights and remedies of the County provided in this Subparagraph 9.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **9.46 Termination for Improper Consideration**

9.46.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the

Contractor.

- 9.46.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- 9.46.3 Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.

## **9.47 Termination for Insolvency**

- 9.47.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:
- a. Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
  - b. The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
  - c. The appointment of a Receiver or Trustee for the Contractor; or
  - d. The execution by the Contractor of a general assignment for the benefit of creditors.
- 9.47.2 The rights and remedies of the County provided in this Subsection 9.47 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **9.48 Termination for Non-Adherence of County Lobbyist Ordinance**

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

#### **9.49 Termination for Non-Appropriation of Funds**

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **9.50 Termination upon Transfer of Title, Maintenance Responsibility or Park Closure**

Notwithstanding any other provision of this Contract, the County reserves the right to transfer title, maintenance responsibility or close the facility described in Section 2.0, "Facility to be Maintained" of the Statement of Work, Exhibit B of this Contract (hereinafter, "Exhibit B, Section 2.0, Facility to be Maintained").

9.50.1 In the event the County transfers title of the facility described in Statement of Work, Exhibit B, Section 2.0, Facility to be

Maintained, to a governmental agency (assignee), the County reserves the right to:

9.50.1.1 Terminate this Contract or, provided there is consent by an assignee, assign the County's interest in this Contract to said assignee. The County shall provide the Contractor with notice of termination or assignment of this Contract pursuant to this provision; or

9.50.1.2 Delete the transferred facility from the Contract or, provided there is consent by an assignee, assign the portion(s) of the Contract dealing with the transferred facility to said assignee and reduce the Contract sum pro tanto. The County shall provide the Contractor with notice of deletion or assignment of said facility pursuant to this provision from this Contract.

9.50.2 In the event the County transfer's maintenance responsibility for all or a portion(s) of the facility described in Statement of Work, Exhibit B, Section 2.0 Facility to be Maintained, the County reserved the right to:

9.50.2.1 Terminate this Contract or, provided there is consent by an assignee, assign the County's interest in this Contract to said assignee. The County shall provide the Contractor with notice of termination or assignment of this Contract pursuant to this provision; or

9.50.2.2 Delete the transferred facility from the Contract or, provided there is consent by assignee, assign those portion(s) of the Contract dealing with the transferred facility to said assignee and reduce the sum of the Contract pro tanto. The County shall provide the Contractor with notice of deletion or assignment of said facility pursuant to this provision from this Contract; or

9.50.2.3 Delete transferred portion(s) of the facility from the Contract or, provided there is consent by an assignee,

assign the portion(s) of the Contract dealing with the transferred portion(s) of the facility to said assignee and reduce the Contract sum pro tanto. The County shall provide the Contractor with notice of deletion or assignment of said portion(s) of facility pursuant to this provision from this Contract.

9.50.3 In the event the County closes the facility described in Exhibit B, Section 2.0, "Facility to be Maintained", the County reserves the right to:

9.50.3.1 Terminate this Contract upon the effective date of such closure. Upon the effective date of park closure, the Contractor shall immediately cease its operations, and within fifteen (15) days thereafter remove all items of its personal property, equipment and inventory. The County shall provide advance notice to the Contractor of such park closure; or

9.50.3.2 Delete the facility to be closed from the Contract and reduce the Contract sum pro tanto. Upon the effective date of park closure, the Contractor shall immediately cease its operations at said facility, and within fifteen (15) days thereafter remove all items of its personal property, equipment and inventory. The County shall provide advance notice to the Contractor of such park closure.

## **9.51 Validity**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

## **9.52 Waiver**

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 9.52 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## **9.53 Warranty against Contingent Fees**

- 9.53.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
- 9.53.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## **9.54 Contractor Performance History**

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

## **9.55 Time Off For Voting**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than

10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

## **10.0 UNIQUE TERMS AND CONDITIONS**

### **10.1 Compliance with the County's Living Wage Program**

#### **10.1.1 Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

#### **10.1.2 Payment of Living Wage Rates**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below in Subsection 5 of this Subparagraph 10.1.2, under the Contract:
  - a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
  - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for



its employees and any dependents. The Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this Sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of forty (40) hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than thirty-five (35) hours worked per week will not, in any event, be considered full-time.
3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing

obligation to review the applicability of its “exemption status” from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program’s definition of “Employer” or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County’s satisfaction that the Contractor either continues to remain outside of the Living Wage Program’s definition of “Employer” and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, “Travel Time” shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any

period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

#### **10.1.3 Contractor's Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County as Exhibit K and Exhibit L hereto, or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

#### **10.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims**

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any violation or claim pertaining to wages, hours and working conditions such as

minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

#### **10.1.5 County Auditing of Contractor Records**

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of five (5) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

#### **10.1.6 Notifications to Contractor and Employees**

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's employees are working. The Contractor shall also distribute County-provided notices to each of its employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Contractor employees.

#### **10.1.7 Enforcement and Remedies**

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
  - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
  - b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of one hundred dollars (\$100) per monitoring report for each

day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

- 2. Remedies For Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights or remedies:

- a. Withholding Payment. If the Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the

damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of fifty dollars (\$50) per Contractor's employee per day for each and every instance of an underpayment to Contractor's employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to pay any of its employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.
3. Debarment. In the event the Contractor breaches a requirement of this Subsection, the County may, in its sole discretion, bar the Contractor from the award of future County contracts as described in Section 9.11.

#### **10.1.8 Use of Full-Time Employees**

The Contractor shall assign and use full-time employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time

employee staffing plan. If the Contractor changes its full-time employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

#### **10.1.9 Contractor Retaliation Prohibited**

The Contractor and/or its employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

#### **10.1.10 Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

#### **10.1.11 Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
  - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
  - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which



- predecessor contract was terminated by the County prior to its expiration; and
- c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
- 2. The Contractor is not required to hire a retention employee who:
    - a. Has been convicted of a crime related to the job or his or her performance; or
    - b. Fails to meet any other County requirement for employees of a Contractor.
  - 3. The Contractor shall not terminate a retention employee for the first ninety (90) days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

#### **10.1.12 Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

### **10.2 Compliance with the County's Smoking Ban Ordinance**

This Agreement is subject to the provisions of the County's ordinance entitled Los Angeles County Code Title 17, Parks, Beaches, and Other Public Places, prohibiting smoking at County Parks ("Smoking Ban Ordinance") as codified in Sections 17.04.185 through 17.04.650 of the

Los Angeles County Code, and incorporated by reference into and made a part of the contract.

## **11.0 ENTIRE CONTRACT**

This document and the Exhibit(s) attached hereto constitute the entire contract between County and Contractor and its subcontractors, if any for the landscape maintenance services to be provided for the South Coast Botanic Garden. All other agreements, promises and representations with respect thereto, other than those contained herein, are expressly revoked, as it has been the intention of the parties to provide for a complete integration within the provisions of this document, and the Exhibit(s) attached hereto, the terms, conditions, promises and covenants relating to the landscape maintenance services of the South Coast Botanic Garden. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions thereof unenforceable, invalid or illegal. No change to this Contract shall be valid unless prepared pursuant to Sub-paragraph 8.0, Changes Notices and Amendments, and signed by both parties.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chairman of said Board and attested to by the Executive Officer-Clerk of the Board of Supervisors thereof, the day, month and year first above written.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By Carla Little  
Deputy NOV 05 2014



COUNTY OF LOS ANGELES  
By Don Knabe  
Don Knabe  
Chairman, Board of Supervisors

CONTRACTOR

By Terry Noriega  
Terry Noriega, President  
Mariposa Landscapes, Inc.

ATTEST: SACHI A. HAMAI  
EXECUTIVE OFFICER  
CLERK OF THE BOARD OF SUPERVISORS

By Carla Little, Deputy NOV 05 2014

APPROVED AS TO FORM:  
RICHARD D. WEISS  
Acting County Counsel

By Christina A. Salseda  
Christina A. Salseda  
Principal Deputy County Counsel

ADOPTED  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

28

NOV 05 2014

Sachi A. Hamai  
SACHI A. HAMAI  
EXECUTIVE OFFICER

STATE OF CALIFORNIA        }  
  }  
COUNTY OF LOS ANGELES    } s.s.

On this 8<sup>TH</sup> day of September, 2014, before me, Dean C. Logan, the Registrar-Recorder/County Clerk of the County of Los Angeles, personally appeared Terry Noriega, as the President of Mariposa Landscapes, Inc., personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that the person executed the same in his/her authorized capacity, and that by his/her signature on the instrument the Corporation upon behalf of which the person acted, executed the instrument.

**WITNESS** my hand and official seal.



**Dean C. Logan**  
**Registrar-Recorder/County Clerk**  
**County of Los Angeles**

By   
Deputy County Clerk

**EXHIBIT A**  
**PRICING AND BILLING AND PERFORMANCE FREQUENCIES**

FACILITY: South Coast Botanic Garder  
26300 Crenshaw Blvd  
Palos Verdes Peninsula, California 9027

SOW		ANNUAL FREQUENCY	COST PER FREQUENCY*	ANNUAL COST
<b>GROUP I - MOWING</b>				
14, 15	Mowing a. General Turf Areas	43	<u>\$1,239.00</u>	<u>\$53,277.00</u>
16	Aerification Twice a year, during the months of November and July	2	<u>\$425.00</u>	<u>\$850.00</u>
17	Vertical Mowing Once a year, during the month of November	1	<u>\$792.00</u>	<u>\$792.00</u>
18	Renovation Once a year, during the month of November 15 - December 31	1	<u>\$945.00</u>	<u>\$945.00</u>
19	Turf Reseeding/Restoration of Bare Areas Once a year, during the month of December - January	1	<u>\$350.00</u>	<u>\$350.00</u>
20	Fertilization Three times a year, during the months of April, June, and August	3	<u>\$385.00</u>	<u>\$1,155.00</u>
21	Site Inspection and Reporting - Mowing a. Per Requirements	43	<u>\$3.00</u>	<u>\$129.00</u>
22	Management/Supervision - Mowing a. Group I Management/Supervision	43	<u>\$3.00</u>	<u>\$129.00</u>
				=====
Group I Total On-Going Costs Per Year				<u><u>\$57,627.00</u></u>
<b>GROUP II - GENERAL LANDSCAPE MAINTENANCE</b>				
23, 24	Mechanical Edging a. Turf Areas	26	<u>\$71.00</u>	<u>\$1,846.00</u>
	b. Ground Cover Areas	12	<u>\$83.00</u>	<u>\$996.00</u>
25, 26	Weed Removal a. Mechanically (Hand Weed Removal)	52	<u>\$115.00</u>	<u>\$5,980.00</u>
	b. Mulching	12	<u>\$158.00</u>	<u>\$1,896.00</u>
	c. Spot Treat to Control Weeds	52	<u>\$52.00</u>	<u>\$2,704.00</u>
	d. Spray Systemic & Pre-emergence	12	<u>\$135.00</u>	<u>\$1,620.00</u>
27	Seedling Removal	12	<u>\$75.00</u>	<u>\$900.00</u>
28, 29	Litter Control a. Developed Areas	260	<u>\$41.00</u>	<u>\$10,660.00</u>
	b. Trails	52	<u>\$51.00</u>	<u>\$2,652.00</u>
30, 31	Exteriors Trash Containers a. Empty Exterior Trash Containers	260	<u>\$37.00</u>	<u>\$9,620.00</u>
	b. Clean & Disinfect Trash Containers	12	<u>\$28.00</u>	<u>\$336.00</u>
32, 33	Trash Bin Removal Every three weeks	18	<u>\$395.00</u>	<u>\$7,110.00</u>

\*Cost per frequency must be a reasonable representation of the hours and cost to complete the required task.

**EXHIBIT A**  
**PRICING AND BILLING AND PERFORMANCE FREQUENCIES**

<b>SOW</b>	<b>GROUP II continuec</b>	<b>FREQUENCY</b>	<b>COST PER FREQUENCY*</b>	<b>ANNUAL COST</b>
34, 35	Raking			
	a. Turf Under Trees	12	<u>\$10.00</u>	<u>\$120.00</u>
	b. Planter Beds and Planters	52	<u>\$15.00</u>	<u>\$780.00</u>
	c. Rake leaves at trails	52	<u>\$25.00</u>	<u>\$1,300.00</u>
36, 37	Clearance Pruning/Hedge Trimming			
	a. Tree/Shrub/Irrigation Safety Clearance	12	<u>\$58.00</u>	<u>\$696.00</u>
	b. Hedge Shaping and Trimming	12	<u>\$78.00</u>	<u>\$936.00</u>
	c. Ground Cover Pruning	12	<u>\$51.00</u>	<u>\$612.00</u>
	d. Ground Cover Thinning	12	<u>\$64.00</u>	<u>\$768.00</u>
	e. Staking & Tying	12	<u>\$15.00</u>	<u>\$180.00</u>
	f. Trim Overgrowth	12	<u>\$25.00</u>	<u>\$300.00</u>
38, 39	Picnic Areas			
	a. Daily Operations	260	<u>\$8.00</u>	<u>\$2,080.00</u>
	b. Weekly Operations	52	<u>\$15.00</u>	<u>\$780.00</u>
40, 41	Rodent Control			
	a. Per Specification	12	<u>\$45.00</u>	<u>\$540.00</u>
	b. Per Specification	43	<u>\$60.00</u>	<u>\$2,580.00</u>
42, 43	Lake and Stream			
	a. Per Specification	4	<u>\$265.00</u>	<u>\$1,060.00</u>
44, 45	Service Yards and Storage Areas			
	a. Per Specification	52	<u>\$8.00</u>	<u>\$416.00</u>
46	Site Inspection and Reporting - General Landscape Maintenance			
	a. Per Requirements	260	<u>\$0.50</u>	<u>\$130.00</u>
47	Management/Supervision - General Lanscape Maintenance			
	a. Group II Management/Supervision	260	<u>\$0.50</u>	<u>\$130.00</u>
				=====
	Group II Total On-Going Costs Per Year			<u><u>\$59,728.00</u></u>
				=====

\*Cost per frequency must be a reasonable representation of the hours and cost to complete the required task.

**EXHIBIT A**  
**PRICING AND BILLING AND PERFORMANCE FREQUENCIES**

<b>SOW</b>	<b>GROUP III - CHEMICAL APPLICATION</b>	<b>FREQUENCY</b>	<b>COST PER FREQUENCY*</b>	<b>ANNUAL COST</b>
48, 49	a. walkways, arenas, hard court expansion joints in all hard surface areas, roadways, parking lots, slopes, and hillsides.	12	<u>\$288.00</u>	<u>\$3,456.00</u>
50	Site Inspection and Reporting - Chemical Application			
	a. Per Requirements	12	<u>\$10.00</u>	<u>\$120.00</u>
51	Management/Supervision - Chemical Application			
	a. Group III Management/Supervision	12	<u>\$10.00</u>	<u>\$120.00</u>
				=====
	Group III Total On-Going Costs Per Year			<u>\$3,696.00</u>
				=====
	<b>GROUP IV - ROSE GARDEN</b>			
	Rose Garden			
52	a. Pruning			
	Clearance	1	<u>\$195.00</u>	<u>\$195.00</u>
	Informal rose hedges and collections	40	<u>\$41.00</u>	<u>\$1,640.00</u>
	Cutback and thin roses	1	<u>\$575.00</u>	<u>\$575.00</u>
	Removal of dead flowers stocks, dead growth, and shaping	40	<u>\$105.00</u>	<u>\$4,200.00</u>
53, 54	b. Weed removal	52	<u>\$30.00</u>	<u>\$1,560.00</u>
55	c. Litter Control	260	<u>\$10.00</u>	<u>\$2,600.00</u>
56, 57	d. Fertilization	5	<u>\$75.00</u>	<u>\$375.00</u>
58	Site Inspection and Reporting - Rose Garden			
	a. Per Requirements	260	<u>\$0.50</u>	<u>\$130.00</u>
59	Management/Supervision - Rose Garden			
	a. Group IV Management/Supervision	260	<u>\$0.50</u>	<u>\$130.00</u>
				=====
	Group IV Total On-Going Costs Per Year			<u>\$11,405.00</u>
				=====

\*Cost per frequency must be a reasonable representation of the hours and cost to complete the required task.

**EXHIBIT A**  
**PRICING AND BILLING AND PERFORMANCE FREQUENCES**

**ANNUAL COSTS**

GROUP I	<u>\$57,627.00</u>
GROUP II	<u>\$59,728.00</u>
GROUP III	<u>\$3,696.00</u>
GROUP IV	<u>\$11,405.00</u>
<b>TOTAL ANNUAL CONTRACT</b>	<b><u>\$132,456.00</u></b>



## EXHIBIT B

### STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS

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### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

#### **I. ADMINISTRATIVE SPECIFICATIONS**

##### **1.0 GENERAL REQUIREMENTS**

- 1.01 Contractor shall thoroughly complete each task in a professional, workmanlike manner. To this end, he will use quality equipment and materials that comply with all current regulations. The safety of workers, passersby, and the public shall be paramount.
- 1.02 Contractor shall provide the labor, materials, and equipment necessary for the provision of landscape maintenance services, except as otherwise specified hereinafter. Tasks shall be performed with nothing but the highest of standards at no less than the frequencies set forth herein.
- 1.03 Contractor is hereby required to render and provide building and landscape maintenance services including, but not limited to, the maintenance of turf, groundcover, shrubs and trees; renovation of turf and groundcover areas; maintenance, repair and preparation of athletic areas; the pruning of trees and shrubs; providing weed, disease and pest control; operate, repair and maintain irrigation systems, maintenance of aquatic areas, maintenance of riding and hiking trails, and the maintenance of any appurtenant structures and equipment pursuant to specifications and frequencies established by the County of Los Angeles Department of Parks and Recreation, as set forth herein or revised by County. The specific frequencies per site are identified in Exhibit 14, Pricing and Billing and Performance Frequencies and govern the Contractor's completion of required operations.
- 1.04 Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover, athletic or turf areas.
- 1.05 The Contractor recognizes, that during the course of this Contract, other activities and operations may be conducted by County work forces and

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

other contracted parties. These activities may include, but not be limited to, landscape refurbishment, irrigation system modification or repair, construction and/or storm related operations. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request thereof by the Director.

- 1.06 Contractor shall, during the hours and days of maintenance service, as identified in Section 6 (Hours and Days of Landscape Maintenance Services), respond to all emergencies within two (2) hours of notification.
- 1.07 Contractor shall be required to clearly identify and equip each vehicle used at said facility with decals on the exterior right and left front door panels identifying the Contractor's name, and phone number.

#### **2.0 FACILITY TO BE MAINTAINED**

- 2.01 The facility to be maintained under the provisions of this Contract is as follows and is specifically located at the address identified below:

**SOUTH COAST BOTANIC GARDEN  
26300 Crenshaw Blvd.  
Palos Verdes Peninsula, California 90274**

This facility is landscaped with turf, groundcover, shrubs, and is irrigated by manual and/or automatic irrigation systems.

- 2.02 Contractor acknowledges personal inspection of the facility and the surrounding areas and has evaluated the extent to which the physical condition thereof will affect the services to be provided. Contractor accepts the premises in their present physical condition, and agrees to make no demands upon County for any improvements or alterations thereof.

#### **3.0 CERTIFICATIONS/REPORTS**

- 3.01 Payroll and Prevailing Wage Report

Contractor shall complete a Payroll and Prevailing Wage Certification Report which shall be made available to the Director concurrent with the

## EXHIBIT B

### STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS

monthly invoicing. The Contractor may use the Public Works Payroll Reporting and Certification Form (Exhibit E of the Contract) or provide the required information in a form acceptable to the Director. The monthly payment will not be made until such report is received and found acceptable by the Director.

3.02 Maintenance Function Report

Contractor shall maintain and keep current a report that records when all Periodic, Seasonal, and Additional Work, maintenance functions performed by Contractor's personnel were completed. Said report shall be in a form and content acceptable to the Director and will be made available to the Director upon request. The monthly payment may not be made if such report is requested and not made available or is in a form that is unacceptable to the Director.

3.03 Certification of Specialty Type Maintenance

When applicable, Contractor shall include with the monthly invoice, those specialty type maintenance items completed. The following information shall include but not be limited to:

- a. Quantity and complete description of all commercial and organic fertilizer(s) used.
- b. Quantity and label description of all grass seed used.
- c. Quantity and complete description of all soil amendments used.
- d. A valid licensed California Pest Control Advisor's recommendations and copies of corresponding Agricultural Commissioners Pesticide Use Reports signed by a licensed California Pest Control Operator for all chemical, disease and pest control work performed. The report shall be accompanied by a listing of each material used, quantity used, the location of use, the date used, the person responsible for the report, the applicators name and the license number under which the applicator was operating.

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

#### **3.04      Certified Monitoring Reports for Living Wage Program**

Contractor shall submit to the County, certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

#### **4.0      ADDITIONAL WORK**

4.01      As authorized in Section 8.0, Change Notices and Amendments, of the Contract, the Director may at his discretion, modify the Contractor's On-Going Maintenance Task and Schedule when such work arises out of extraordinary incidents such as vandalism, Acts of God, and third party negligence; or services required due to new or the modification of existing facilities or recreation programs.

4.02      Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials. No work shall commence without a written authorization from the Director.

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

- 4.03 Notwithstanding the above authorization, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Director may verbally authorize the work to be performed upon receiving a verbal estimate from the Contractor. However, within twenty-four (24) hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the Director for approval.

#### **5.0 SAFETY**

- 5.01 Contractor agrees to perform all work outlined in this Contract in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all local, County, State or other legal requirements including but not limited to, full compliance with the terms of the applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders at all times so as to protect all persons, including Contractor's employees, agents of the County, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.
- 5.02 It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any portion of the premises unsafe, as well as any unsafe practices occurring thereon. The Director shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections including, but not limited to; filling holes in turf areas and paving, using barricades or traffic cones to alert patrons of the existence of hazards, replacing valve box covers, and securing play apparatus so as to protect members of the public or others from injury. During normal hours Contractor shall



## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury occurring on the premises. Contractor shall cooperate fully with County in the investigation of any accidental injury or death occurring on the premises, including a complete written report thereof to the Director within five (5) days following the occurrence.

#### **6.0 HOURS AND DAYS OF MAINTENANCE SERVICES**

- 6.01 The basic daily hours of maintenance service shall be as follows:
  - a. For the months of November through April, 7:00 a.m. to 3:30 p.m.
  - b. For the months of May through October, 6:00 a.m. to 2:30 p.m.
- 6.02 Contractor shall provide adequate staffing to perform the required maintenance services during the prescribed hours five (5) days per week, Monday through Friday. Any changes in the days and hours of operation heretofore prescribed shall be subject to approval by the Director.
- 6.03 Per State of California Labor Code, Contractor is directed to the following prescribed requirement with respect to the hours of employment. Eight (8) hours of labor under this Contract shall constitute a legal day's work and said Contractor shall not require or permit any laborer, worker or mechanic, or any subcontractor employed by him to perform any of the work described herein to labor more than eight (8) hours during any one day or more than forty (40) hours during any one calendar week, except as authorized by Labor Code Section 1815, under penalty of paying to the County the sum of Twenty-Five Dollars (\$25) for each laborer, worker or mechanic employed in the execution of said Contract by him, or any subcontractor under him, upon any of the work included in said Contract for each calendar day during which such laborer, worker, technician, specialist or mechanic is required or permitted to labor more than eight (8) hours in any one calendar day or forty (40) hours in any one calendar

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

week, in violation of the provisions of Section 1811 to 1815, inclusive, of the Labor Code of the State of California.

#### **7.0 MAINTENANCE SCHEDULES**

- 7.01 Contractor shall, within ten (10) days after the effective date of this Contract, submit a facility work schedule to the Director for review and approval. Said work schedule shall be set on an annual calendar identifying and delineating the time frames for the required functions by the day of the week, morning and afternoon. In addition, Contractor shall notify the Director, in writing, at least two (2) weeks prior to the scheduled date and time for the eradication process of rodents pursuant to Section 36 of this Statement of Work.
- 7.02 The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Director for his review, and if appropriate his approval, within five (5) working days prior to scheduled time for the work.
- 7.03 The above provisions are not construed to eliminate the Contractor's responsibility in complying with the requirements to notify the Director for Specialty Type maintenance as set forth immediately hereinafter.
- 7.04 Contractor shall notify the Director, in writing, at least two (2) weeks prior to the date and time of all "Specialty Type" maintenance operations. "Specialty Type" operations are defined as:
- a. Fertilization
  - b. Turf renovation/reseeding
  - c. Micro-Nutrients/soil amendments
  - d. Spraying of trees, shrubs or turf
  - e. Aesthetic tree pruning
  - f. Other items as determined by the Director.

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

#### **8.0 SIGNS/IMPROVEMENTS**

Contractor shall not post signs or advertising matter upon the premises or improvements thereon, unless prior approval therefor is obtained from the Director.

#### **9.0 UTILITIES**

The County shall pay for all utilities with the exception of the telephone. However, water usage shall not exceed amount required to comply with irrigation schedules established by the Director. Contractor shall pay for all excessive utility usage due to Contractor's failure to monitor irrigation system malfunctions or unauthorized increases in the frequency of irrigation. The excess cost will be determined by comparing current usage with historical usage for the same time period. The excess cost factor, to be deducted from payments to Contractor from County will be presented to the Contractor by the Director prior to actual deduction to allow for explanations.

#### **10.0 NON-INTERFERENCE**

Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.

#### **11.0 USE OF CHEMICALS**

11.01 All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by a Qualified Applicator under the direction of a Licensed Pest Control Advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide a copy of a valid Pest Control Business License, a valid Pest Control Advisor's License and a Qualified Applicator's License prior to using any and all applicable chemicals within the area(s) to be maintained.

Contractor, in addition to complying with the California Food and Agricultural Code, must be registered with the Los Angeles County

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

Agricultural Commission. Contractor shall also be certified in categories D and E of the Pest Control Advisor's License and in category B of the Qualified Applicator's License.

If Contractor does not possess a valid Pest Control Advisor's License with appropriate categories, Contractor, upon written consent of the Director per Paragraph 9.40, of the Subcontracting, of the Contract, may subcontract this service. If the chemical application is performed without the necessary Department approvals, including registration, licenses and permits, Director may deduct pro rata from Contractor's invoice applicable contract costs for chemical spraying.

- 11.01.01 The action above shall not be construed as a penalty but as an adjustment of payment to Contractor due to the failure of the Contractor to complete or comply with the provisions of this Contract.
- 11.01.02 In addition to the remedies provided heretofore, this Contract may be terminated per Paragraph 9.44, Termination for Default, of the Contract upon the Contractor's failure to correct deficiencies in a timely manner.
- 11.02 A listing of proposed chemicals to be used including; commercial name, application rates and type of usage shall be submitted to the Director for approval at the commencement of the contract. No work shall begin until written approval of use is obtained from the Director.
- 11.03 Chemicals shall only be applied by those persons possessing a valid California Certified Applicator's license. Application shall be in strict accordance with all governing regulations.
- 11.04 Records of all operations stating dates, times, methods of application, chemical formulations, applicators names and weather conditions shall be made and retained in an active file for a minimum of three (3) years. Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the PCA recommendation for each application (site specific) shall be provided to the monitor and applicator prior to each

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner.

- 11.05 All chemicals requiring a special permit for use must be registered with the County Agricultural Commissioner's Office and a permit obtained with a copy to the Los Angeles County Department of Parks and Recreation.
- 11.06 All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.
- 11.07 Chemicals shall be applied when air currents are still; preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application.

#### **12.0 NOISE**

Contractor shall not prepare for or initiate any operations or use any equipment before 7:00 a.m. that would violate local noise ordinances or noise reduction needs.

#### **13.0 GREEN INITIATIVES**

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Contractor shall purchase, store and use environmentally and human friendly products that are compatible with products used by County. County shall determine compatibility and approve Contractor's products prior to their use.

## **II. ON-GOING MAINTENANCE TASKS**

The specific frequencies per site are identified in Exhibit 14, Pricing and Billing and Performance Frequencies, and govern the Contractor's completion of required operations.

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

#### **GROUP I – MOWING**

##### **14.0 MOWING**

- 14.01 Mowing operations shall be performed in a workmanlike manner that ensures a smooth, surface appearance without scalping or allowing excessive cuttings to remain. This includes the safe operation of equipment as determined by the Director and within the manufacturer's guidelines.
- 14.01.01 Mowing that creates excessive cuttings shall be removed by raking at the sole expense of Contractor.
- 14.02 Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type deck and shall be configured so that the outer edges of the blade shall extend 18" to 24" beyond the outer edge of the wheel.
- 14.02.02 All turf areas shall be mowed with a rotary-type mower. Mower height shall be set between 1.5 inch and 2.5 inches.
- 14.03 All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.
- 14.04 Mowing height shall be appropriate to turf species and use parameters. Mowing heights may vary for special events and conditions. Heights shall be determined by the Director.
- 14.05 Mowing operation shall be on a schedule that is acceptable to the Director.
- 14.06 Walkways and other hard surface areas shall be cleaned immediately following each mowing so that no clippings create a hazardous condition.
- 14.07 Mowing of turf shall be completed in one operation.

##### **15.0 MOWING - FREQUENCY**

All turf areas shall receive no less than the following:

- 15.01 During the warm season (April to November) all turf areas shall be mowed no less than once every week for a total mowing frequency of thirty-five (35).

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

- 15.02 During the cool season (December through March) all turf areas shall be mowed no less than once every two weeks for a total mowing frequency of eight (8).

#### **16.0 AERIFICATION**

- 16.01 Aerate all turf areas by using a device that removes cores to a depth of two (2) inches at not more than six (6) inch spacing. Turf aerification shall be accomplished twice (2) a year in the months of November and July.
- 16.02 Contractor shall drag the turf areas to break up the removed cores immediately after the aerification operation. During the dragging process, care shall be taken to make sure that the speed is slow enough to prevent turf from being damaged.
- 16.03 All thatch and core debris shall be removed from turf and disposed of off-site by the Contractor.

#### **17.0 VERTICAL MOWING**

- 17.01 Care shall be taken to avoid unnecessary or excessive injury to the turf grass.
- 17.02 Sweep or rake the dislodged thatch from the turf areas and place in appropriate trash bin(s).
- 17.03 Standard vertical mowing type equipment shall be used.
- 17.04 Vertical mow to remove thatch in turf areas, to encourage healthy growth and to maintain acceptable appearance.
- 17.05 Vertical Mowing shall be accomplished once (1) a year in the month of November.

#### **18.0 RENOVATION**

- 18.01 Renovation, to include dethatching, shall be done on an every other year schedule and to be completed November 15 - December 31. In odd years all turf areas west of Canyon Road including all three event

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

lawns shall be renovated. In even years all turf areas east of Canyon road shall be renovated.

- 18.02 Care shall be taken to avoid unnecessary or excessive injury to the turf grass.
- 18.03 Sweep or rake the dislodged thatch from the turf areas and place in appropriate trash bin(s).
- 18.04 Standard renovating type equipment shall be used.
- 18.05 Renovation-Turf
  - a. Renovate or blade to the soil line, level and remove all excessive thatch in turf area. Sprinkler heads are to remain one inch below the final grade where applicable.
  - b. After thatch is removed and upon completion of turf renovation all turf areas shall be seeded, mulched, fertilized and watered.
  - c. Any depressions or potholes in the turf areas are to be filled with topsoil, leveled and compacted prior to overseeding.
  - d. Mulch shall be spread evenly over the entire area to a uniform depth. Mulch is to be composted steer manure.

#### **19.0 TURF RESEEDING/RESTORATION OF BARE AREAS**

- 19.01 Overseed three (3) event lawns (identified as Upper Event Meadow, Lower Wedding Meadow and Amphitheatre Meadow) to reestablish turf to an acceptable quality one (1) time per year in December - January. (See Exhibit R, South Coast Botanic Garden Meadows Map)
- 19.02 Areas to be overseeded will be seeded utilizing blends of Perennial Ryegrass which include equal quantities of SR4220, SR4420 and Penguin Perennial Ryegrass varieties at the rate of application of 8 pounds per 1000 square feet.

#### **20.0 FERTILIZATION**

- 20.01 All fertilizer/micronutrients shall be approved by the Director prior to application.



## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

- 20.02 Application of the fertilizer shall be done in sections, determined by the areas covered by each irrigation system. All areas fertilized shall be thoroughly soaked immediately after fertilization.
- 20.03 All turf areas shall receive not less than one (1) pound of actual available nitrogen in a balance fertilizer form for each one thousand (1,000) square feet of turf area. All fertilizer shall be organic and granular in form with an approximate ratio of 4 - 1 ½ - 2.
- 20.04 Areas shall be fertilized utilizing ratios and mixtures recommended by the Director at the rate of application per the manufacturer's recommendation.
- 20.05 Fertilization to occur three (3) per year as scheduled by the Director during the growing season during the months of April, June and August.

#### **21.0 SITE INSPECTION AND REPORTING - MOWING**

- 21.01 Prior to initiating a mowing operation, the site is to be inspected by a knowledgeable and responsible employee, who will determine the practicality of initiating the operation and flag all sprinkler heads at or below turf level. Litter is not to be shredded by mowers, glass bottles are not to be driven over and broken, and excessively wet turf areas are not to be driven across. Damaged sprinkler heads and valve box covers are to be immediately responded to and repaired.
- 21.02 If a mowing operation cannot be thoroughly completed within the designated time frame, the monitor shall be immediately notified through the Contractor's communication network.

#### **22.0 MANAGEMENT/SUPERVISION - MOWING**

- 22.01 Contractor has the responsibility of providing fully trained and qualified personnel as well as mowing and transport equipment that is properly maintained.
- 22.02 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

- 22.03 Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.

#### **GROUP II – GENERAL LANDSCAPE MAINTENANCE**

##### **23.0 MECHANICAL EDGING**

- 23.01 All turf edges, including designed edges in flower beds and shrubs, shall be kept neatly edged and all grass invasions must be eliminated.
- 23.02 All turf edges, including but not limited to: sidewalks, patios, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, and along lakes and streams shall be edged to a neat and uniform line.
- 23.03 Mechanical edging of turf shall be completed as one operation in a manner that results in a well-defined, V-shape edge that extends into the soil. Such edging shall be done with a power edger with a rigid blade.
- 23.04 All turf edges shall be trimmed or limited around: sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, park equipment and other obstacles.

##### **Detailing Turf Areas**

Irrigation components located within turf areas shall be mechanically detailed with a weed eater or similar device on a weekly basis. The grass shall be trimmed even with the top of the sprinkler head or valve box so

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that the soil is not “dished” around the heads or boxes and no hazard is created or allowed to exist.

- 23.05 All groundcover and flower bed areas where maintained next to turf areas shall be kept neatly edged and all grass invasions eliminated.
- 23.06 Walkways shall be cleaned immediately following each mechanical edging to remove accumulated debris and limit hazardous conditions.
- 23.07 Damaged sprinkler heads, irrigation lines, including drip irrigation, and valve box covers are to be immediately responded to and repaired.

#### **24.0 MECHANICAL EDGING – FREQUENCY**

- 24.01 Mechanical edging of turf shall be performed twenty-six (26) times per year; once every two (2) weeks.
- 24.02 Mechanical edging of all groundcover shall be performed twelve (12) times per year; once per month.

#### **25.0 WEED REMOVAL**

- 25.00 Weed removal should follow Integrated Pest Management guidelines using least toxic methods first.
- 25.01 All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- 25.02 Methods for removal of weeds can incorporate one or all four of the following in all areas except for flower beds and the Rose Garden:
  - a. Mechanical (Hand Weed Removal)
  - b. Mulching
  - c. Spot Treat to Control Weeds
  - d. Spray Systemic & Pre-emergence
- 25.03 Methods for removal of weeds can incorporate one or all three (3) of the following in flower beds and the Rose Garden:
  - a. Mechanical (Hand Weed Removal)
  - b. Mulching
  - c. Cultivation

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- 25.04 Remove all weeds, seedling trees less than 2" diameter at base and grasses from the following areas: beds, planters, walkways, plant collections, picnic areas, drainage areas, play areas, patios, expansion joints in all hard surface areas, driveways, roadways, parking lots, drainage areas, slopes and hillsides, bare areas, and undeveloped areas.
- 25.05 Contractor shall incorporate the application of a systemic and pre-emergence chemical to control weeds.
  - 25.05.01 Chemical application to those specific areas within the Garden facility shall be completed in one operation.
  - 25.05.02 Contractor shall notify the Director as to all chemical application in order to control the watering of the treated areas.
- 25.06 Remove all weeds, mechanically, from flower, ground cover and shrub beds, planters, and other cultivated areas.
- 25.07 Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, additional application(s) shall be made, at no additional cost to the County, until target species are eliminated.
- 25.08 Weeds treated using a systemic chemical shall be left in place per manufacturer's recommendation. If kill is not complete by the time specified in the manufacturer's recommendation a second application, at no additional cost, shall be made.
- 25.09 After complete kill, all dead weeds shall be removed from the areas.
- 25.10 Spot treat with a portable sprayer or wick wand using an effective herbicide applied per manufacturer's recommendation. Water shall not be applied to treated areas for forty-eight (48) hours after each application.

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#### **26.0 WEED REMOVAL – FREQUENCY**

- 26.01 Inspect and mechanically/hand remove weeds; fifty-two (52) times per year; once each week.
- 26.02 Mulching to control weeds; twelve (12) times per year; once per month.
- 26.03 Inspect and spot treat to control weeds; fifty-two (52) times per year; once each week.
- 26.04 Spray systemic and pre-emergence chemical to control weeds; twelve (12) times per year; once per month.

#### **27.0 SEEDLING REMOVAL**

- 27.01 All undesirable tree and shrub seedlings less than 2” diameter at base shall be removed to prevent encroachment on to desired plant collections.
- 27.02 All overgrown growth shall be removed to maintain and control seedling runners from coming back.
- 27.03 Contractor shall remove all debris off-site.

#### **28.0 LITTER CONTROL**

- 28.01 Complete policing and litter pick-up to remove paper, rocks, glass, trash, undesirable materials, including fallen tree branches that could fit in the bed of a mini-truck and be handled by one person, without reduction, siltation, and other accumulated debris upon the hard surfaces, developed, bare and undeveloped areas to be maintained, including but not limited to: walkways, roadways, parking lots, service yards, between and around planted areas, steps, planters, drains, stream beds, areas on slopes from the toe or top of slope to ten feet up or down the slope adjacent to developed areas, catch basins, sand areas and turf areas.
- 28.02 Complete policing, litter pick up and supplemental hand sweeping of parking lot corners and other parking lot areas inaccessible to power equipment shall be accomplished to ensure a neat appearance.

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- 28.03 Complete removal of floating debris and litter in the fountains/pool areas.
- 28.04 Litter pick-up shall be completed as early in the day as possible, but in no case later than 10:00 a.m.
- 28.05 Trash cans and any other large materials placed into the lakes, streams and fountains shall be removed.
- 28.06 Submerged debris within ten (10) feet of the incline of the lakes, streams and fountains shall be removed daily.
- 28.07 Litter shall be removed from all Garden trails and ten (10) feet on either side of trails and ten (10) feet beyond the irrigated areas of slopes.
- 28.08 Litter picked up on site shall be placed in trash bins and not in trash containers.

#### **29.0 LITTER CONTROL – FREQUENCY**

##### **29.01 Developed Areas**

Turf, beds, planters, walkways, picnic pavilions and patios, drainage areas, slope areas, roadways, parking lots, service yards, and lakes, streams and fountains; daily five (5) days per week.

##### **29.02 Trails**

Garden trails and 10 feet on either side of trails and developed irrigated slope areas; once a week.

#### **30.0 EXTERIOR TRASH CONTAINERS**

- 30.01 Exterior trash containers shall be emptied prior to 10:00 a.m. and all materials shall be placed in appropriate trash bin(s).
- 30.02 Receptacles shall be conveniently located for public use, and returned daily to such locations if receptacles are displaced by third parties.
- 30.03 Containers or related appurtenances shall be cleaned, and painted to avoid concentrations of insects and not detract from the overall appearance of the area.

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- 30.04 Contractor shall provide and replace plastic liners for all exterior trash containers when said liners have become broken and/or beyond their useful life.
- 30.05 Containers shall be painted and stenciled as needed.
- 30.06 Containers shall be provided by facility.

#### **31.0 EXTERIOR TRASH CONTAINERS – FREQUENCY**

- 31.01 Empty trash containers; daily, five (5) days per week.
- 31.02 Clean and disinfect all exterior trash containers twelve (12) times per year; once per month.

#### **32.0 TRASH BIN REMOVAL**

- 32.01 All trash and accumulated debris shall be placed in appropriate designated trash bin(s) each day.
- 32.02 A designated storage area will be provided for the trash bin(s).
- 32.03 Contractor shall be responsible for providing all necessary trash bins; and off-site removal of all trash and accumulated debris to an approved disposal site.
- 32.04 Trash trucks shall not be permitted on park turf areas.

#### **33.0 TRASH BIN REMOVAL – FREQUENCY**

- 33.01 Trash bin removal; at least once every three (3) weeks or as otherwise approved by Director.

#### **34.0 RAKING**

- 34.01 Accumulation of leaves shall be removed from turf areas under trees and used as mulch in areas designated by the Director.
- 34.02 Maintain all trails and (Decomposed Granite) DG pathways.
  - a. Rake leaves and debris; once a week.

#### **35.0 RAKING – FREQUENCY**

- 35.01 Turf under trees; once per month.

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35.02 Landscaped beds and planters; once per week.

35.03 Trails; once per week

#### 36.0 PRUNING AND HEDGE TRIMMING

##### 36.01 Clearance

- a. Maintain trees to achieve a seven (7) foot clearance for all branches within the developed park area and fourteen (14) foot clearance for branches overhanging beyond curb line into the paved section of roadways and hiking and riding trails. Prune all plant materials where necessary to maintain access and safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations. Clear all plant material around irrigation risers to twelve (12) inches to ensure proper coverage.
- b. All cuts greater than one (1) inch in diameter shall be approved by facility grounds supervisor.
- c. Shear fence lines to limit growth to just outside of chain link fabric.
- d. All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting.
- e. All pruning tools shall be sterilized between plants when pruning all Palm type plants and as requested by facility grounds supervisor.
- f. All equipment utilized shall be clean, sharp and expressly designed for tree pruning.
- g. Climbing spurs shall not be used.

36.01.01 Trim designated formal plant materials to maintain formal hedges and topiary work.

36.01.02 Plant ties shall be checked frequently and either retied to prevent girdling or removed along with the stakes when no longer required.



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- 36.01.03 Remove all dead shrubs and trees. Trees to be removed shall have a caliper of three (3) inches or less measured six (6) inches above the ground level.
- 36.01.04 Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size. Restrict growth of shrubbery to area behind curbs and walkways and within planter beds by trimming. Under no circumstances shall hedge shearers be used as a means of pruning.
- 36.02 Pruning Criteria
- a. All shrubs shall be trimmed to prevent encroachment on private property.
  - b. All dead and damaged branches and limbs shall be removed at the point of breaking.
  - c. The initial step of pruning shall be the removal of all deadwoods, weak diseased, insect infested and damaged limbs.
  - d. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline.
  - e. All formal shrubs shall be trimmed and shaped to provide a symmetrical appearance. All informal shrubs shall be pruned to provide an appearance typical of the species.
  - f. All suckers and sprouts shall be cut flush with the trunk or limb.
- 36.03 Staking and Tying
- a. Replacement of missing or damaged stakes where the tree diameter is less than three (3) inches.
  - b. Stake in those cases where tree has been damaged and requires staking for support.
  - c. Stake new trees or recently planted trees which have not previously been staked.

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- d. Damaged trees shall be staked and tied within twenty-four (24) hours. Replacement stakes or new staking shall be completed within five (5) days.

- e. Materials

- 1. Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees not less than ten (10) feet for fifteen (15) gallon trees.
  - 2. Guy wires where required and plant ties will be of pliable, zinc-coated ten (10) gauge using two (2) ties per tree.
  - 3. Hose for covering wire shall be either new or used garden hose at least one-half (1/2) inch in diameter (hose ties should allow for minimum of three (3) additional inches of clearance beyond the diameter of the branch or trunk being secured).
  - 4. Stakes will not be placed closer than eight (8) inches from the bark.

36.04 Groundcover

- a. All dead, diseased and unsightly branches, vines or other growth shall be removed as they develop. All groundcover areas shall be pruned to maintain a neat edge along planter box walls. Any runners that start to climb buildings, shrubs or trees shall be pruned out of these areas.
  - b. Prune groundcover back from walkways, roadways and trails.
  - c. To maintain height control, cutback and thin groundcover areas.

36.05 Remove and place in appropriate trash bin(s) all clippings the same day that plant materials are pruned or trimmed.

36.06 Contractor shall remove all pruning and trimming debris from work areas daily.

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- 36.07 Contractor shall minimize off-site removal of green material. Therefore, all debris resulting from pruning and trimming shall be processed through chipping-type equipment and reduced to mulch and used in areas of the Garden designated by the Director.
- 36.08 Special emphasis shall be placed upon public safety during pruning operations, particularly those areas adjacent to roadways.
- 36.09 All equipment utilized shall be cleaned, sharpened, and expressly designed for pruning.

#### **37.0 PRUNING AND HEDGE TRIMMING – FREQUENCY**

- 37.01 Clearance pruning of trees for safety; once a month.
- 37.02 Pruning shrubs for safety (vehicular and pedestrian visibility and access); once a month.
- 37.03 Clearance of all plant material around irrigation risers; once a month.
- 37.04 Pruning informal shrubs and formal hedges; once a month.
- 37.05 Prune groundcover adjacent to walkways, roadways and trails; once a month.
- 37.06 Cutback and thin groundcover areas to maintain height control; once a month.
- 37.07 Staking and tying; once a month.
- 37.08 Trim back overgrowth encroaching all trails and DG pathways; Chemical/Mechanical weed abatement of all trails and DG pathways, once a month.

#### **38.0 PICNIC AREAS**

- 38.01 Picnic tables, benches, slabs, and trash containers and receptacles shall be cleaned and sanitized to insure safe use by the public.
- 38.02 Picnic table pads/shelters shall be thoroughly washed (cleaned) to remove accumulated materials.
- 38.03 Picnic tables and benches shall be checked for graffiti, carvings, looseness of planks or braces, cleanliness and general need of repair.

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38.03.01 The Contractor's observation of the general need of repair or looseness of planks or braces shall be immediately reported to the Director.

38.04 Garbage and leftover food in and around the picnic facilities shall be removed.

38.05 The entire picnic area shall be kept free of broken glass, cans, pop tops, paper, etc.

#### **39.0 PICNIC AREAS – FUNCTION**

##### **39.01 Daily Operations**

Five (5) days a week.

- Inspect for safety tables and benches.
- Empty trash containers.
- Remove litter.
- Spot clean and disinfect tables, pads and benches.
- Clean in and around picnic appurtenances by removing debris and left-over food.

##### **39.02 Weekly Operations**

Once a week.

- Wash, clean and disinfect picnic tables, pads, benches and trash containers. Remove all tacks, staples, strings and other objects.

#### **40.0 RODENT CONTROL**

40.01 All areas shall be maintained free of rodents including but not limited to gophers and ground squirrels causing damage to turf, shrubs, groundcover, trees and irrigation system. Traps, fumigation with aluminum phosphide or anticoagulant baits are to be used for this control.

40.02 Effects of rodent activity: holes, mounds, etc., shall be backfilled, removed or raked level before mowing the facilities.

40.03 Infestation eradication means the elimination of all rodents present at the time of treatment. If the kill is not complete within forty-eight (48)

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hours, area shall be retreated, at Contractor's expense, until eradication is complete.

#### **41.0 RODENT CONTROL – FREQUENCY**

- 41.01 Inspect for evidence of rodents and eradicate infestation; once each month.
- 41.02 Level, backfill or remove effects of infestation; prior to mowing operation.

#### **42.0 LAKE AND STREAM**

- 42.01 Water areas shall be maintained free of encroaching cattails, seedling trees, nutsedge, and any other plant growth that may disturb the flow of water and/or cause flooding by mechanical means only.
- 42.02 Chemicals used on grounds that may be harmful to aquatic life, shall not be used near streams or lake area nor should run-off from chemicals be allowed into streams or lake.

#### **43.0 LAKE AND STREAM – FREQUENCY**

- 43.01 Water areas and streams shall be maintained four (4) times per year.

#### **44.0 SERVICE YARD AND STORAGE AREA**

- 44.01 County, at its discretion, may provide storage and office facilities for Contractor's use within the premises. In such case, Contractor is prohibited from use of said facility for the conduct of any of its business interests that are outside the scope of this Contract. Further, said facility shall not be used for human habitation, other than a night-watchman or patrolman as specifically approved by the Director.
  - 44.01.01 Contractor, at its own risk, may store equipment and materials required for maintenance of the premises in said facility. However, Contractor must, at all times, employ the use of safety standards and handling procedures as are applicable to such equipment and materials.
- 44.02 Contractor shall not dispose of hazardous materials on the premises. All such hazardous materials collected on the premises shall be

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properly stored on a temporary basis, thereafter to be disposed of by Contractor at an approved disposal site.

- 44.03 Damage or loss to Contractors equipment, materials and/or personal property shall be at Contractor's sole risk and expense. Contractor hereby agrees to hold County harmless and waive any claims for damage for loss of use of any equipment, materials and/or property that may occur at County provided storage facilities.
- 44.04 Undesirable materials, including but not limited to trash, accumulated debris, equipment that is no longer usable for the purpose it was intended for, shall be removed from the service yard and storage area(s).

#### **45.0 SERVICE YARD AND STORAGE AREA – FREQUENCY**

- 45.01 Cleaning and sweeping of service yard and storage area(s); once per week.
- 45.02 Removal of undesirable materials accumulated debris and unusable equipment; as needed.

#### **46.0 SITE INSPECTION AND REPORTING - GENERAL LANDSCAPE MAINTENANCE**

- 46.01 Prior to proceeding with any Group II task, the site is to be inspected by a knowledgeable and responsible employee, who will determine the practicality of initiating the operation.
- 46.02 If an operation cannot be thoroughly completed within the designated time frame, the monitor shall be immediately notified through the Contractor's communication network.

#### **47.0 MANAGEMENT/SUPERVISION – GENERAL LANDSCAPE MAINTENANCE**

- 47.01 Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies and equipment.
- 47.02 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is

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the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.

- 47.03 Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.
- 47.04 Contractor executive, management, or supervisory staff shall provide ongoing follow up behind operations to insure compliance. Neither County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of Contractor's staff.

#### **GROUP III - CHEMICAL APPLICATION**

##### **48.0 CHEMICAL EDGING/DETAILING TURF**

- 48.01 Chemical application may be used in and around areas such as areas adjacent to buildings, trees, fence lines, parking lots, paved and unpaved pathways. Prior to application of chemicals, all areas shall be trimmed to proper mowing height. Chemicals shall be applied in a manner to limit drift to six (6) inches. Precautionary measures shall be employed since all areas will be open for public access during application.
- 48.02 Spot treat with a portable sprayer or wick wand, using a herbicide approved by the Director and applied per manufacturer's recommendations. Water shall not be applied to treated areas for forty-eight (48) hours after each application.

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- 48.03 Where trees and shrubs occur in turf areas, spraying is limited to tree wells and must be least eighteen (18) inches from the trunks of trees and away from the dripline of shrubs by use of approved chemicals.
- 48.04 Linear chemical edging of turf boundaries may be performed in a manner that ensures a defined turf edge and limits its encroachment into beds or across boundaries where it is impractical to edge mechanically. A six (6) inch barrier width shall be considered normal.
- 48.05 Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, additional application(s) shall be made, at no additional cost to County, until target species are eliminated.
- 48.06 Weeds treated using a systemic chemical shall be left in place per manufacturer's recommendation. If kill is not complete by the time specified in the manufacturer's recommendation a second application, at no additional cost, shall be made.
- 48.07 Immediately after complete kill, all dead weeds shall be removed from the area.

#### **49.0 CHEMICAL EDGING/DETAILING TURF - FREQUENCY**

- 49.01 Chemical application: walkways, arenas, hard court expansion joints in all hard surface areas, roadways, parking lots, slopes, and hillsides; once each month.

#### **50.0 SITE INSPECTION AND REPORTING - CHEMICAL APPLICATION**

- 50.01 Prior to proceeding with any Group III task, the site is to be inspected by a knowledgeable and responsible employee, who will determine the practicality of initiating the operation.
- 50.02 If an operation cannot be thoroughly completed within the designated timeframe, the monitor shall be immediately notified through the Contractor's communication network.



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- 50.03 Contractor is responsible for all Department of Agriculture pesticide regulations, laws, permits, reports, warning postings and re-entry controls as mandated by Department of Agriculture.
- 50.04 Contractor is responsible for submitting to the facility grounds supervisor copies of the pesticide use report submitted to the Department of Agriculture Pesticide Regulation by the 15<sup>th</sup> of the month following the application.

#### **51.0 MANAGEMENT/SUPERVISION – CHEMICAL APPLICATION**

- 51.01 Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies, and equipment.
- 51.02 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.
- 51.03 Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.
- 51.04 Contractor executive, management, or supervisory staff shall provide on-going follow up behind operations to insure compliance. Neither County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of Contractor's staff.

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#### **GROUP IV – ROSE GARDEN**

Contractor shall provide a minimum of 20 hours per week in staff dedicated to maintenance of the Rose Garden.

#### **52.0 PRUNING CRITERIA OPERATION/FREQUENCY**

- 52.01 Clearance pruning of roses for maximum growth; once per year, December to January.
- 52.02 Pruning informal roses, hedges and collections; once a week, April through December.
- 52.03 Cutback and thin roses to a height of one third (1/3) of current height or eighteen (18) inches off the ground whichever is greater; once per year, during the months of January-February.
- 52.04 Pruning for removal of dead flowers, stocks, dead growth, and shaping; once a week, April through December.

#### **53.0 WEED REMOVAL**

- 53.01 All grass-like type weeds, morning glory or vine weed types, ragweed or other underground spreading weeds shall be kept under strict control.
- 53.02 Methods for removal of weeds or grass can incorporate one or all of the following:
  - a. Mechanical (Hand Weed Removal)
  - b. Mulching
  - c. Cultivation

#### **54.0 WEED REMOVAL - FREQUENCY**

- 54.01 Inspect and mechanically hand remove weeds from beds, planters, walkways, plant collections, slopes and undeveloped areas; once per week.

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#### **55.0 LITTER CONTROL**

- 55.01 Police and remove all paper, glass, trash and undesirable materials in landscaped areas, including but not limited to walkways, steps, planters, fountain and catch basin; daily, as early as possible, but in any case no later than 10:00 a.m.

#### **56.0 FERTILIZATION**

- 56.01 All **fertilizer/micronutrients** shall be approved by the Director prior to application.
- 56.02 Areas shall be fertilized using ratios and mixtures at the note of application per the manufacturer's recommendation.
- 56.03 Application of the fertilizer shall be done in sections, determined by the areas covered by each irrigation system. All areas fertilized shall be thoroughly soaked immediately after fertilization.
- 56.04 All fertilizer shall be organic and granular in form with an approximate ratio of 6-4-4 to maintain healthy plant growth and flowering.

#### **57.0 FERTILIZATION - FREQUENCY**

- 57.01 Fertilize roses lightly for maximum bloom growth and color; five (5) times per year beginning in February through December, every other month or as approved by the Director.
- 57.02 Fertilize February with slow release commercial fertilizer before the blooming periods begin.

#### **58.0 SITE INSPECTION AND REPORTING - ROSE GARDEN**

- 58.01 Prior to proceeding with any Group IV task, the site is to be inspected by a knowledgeable and responsible employee, who will determine the practicality of initiating the operation.
- 58.02 If an operation cannot be thoroughly completed within the designated timeframe, the monitor shall be immediately notified through the Contractor's communication network.

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#### **59.0 MANAGEMENT/SUPERVISION – ROSE GARDEN**

- 59.01 Contractor has the responsibility of providing fully trained and qualified personnel as well as appropriate materials, supplies, and equipment.
- 59.02 This staff's activity is to be closely monitored to detect operational irregularities and non-compliance with contractual requirements. It is the Contractor's executive, management, and supervisory staff's responsibility to see that the organization daily oversees the activities of its staff, throughout the range of its activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the Director or his agents.
- 59.03 Contractor's crew leader and operational staff, as well as their supervisory and management staff, shall be fully versed in the operational mandates and time lines. An outline of the task requirements, schedule, and time lines for each facility shall be kept with each operating crew.
- 59.04 Contractor executive, management, or supervisory staff shall provide on-going follow up behind operations to insure compliance. Neither County's deficiency notifications, imposed deductions, nor inspections shall be utilized as substitutions for on-going direction and management of Contractor's staff.

#### **III. SEASONAL SPECIALTY TASKS**

The following Seasonal Specialty Tasks are to be performed at the request of the Director for which the Contractor will be compensated per the identified cost in accordance with Section 4, Additional Work, of the Statement of Work.

#### **60.0 SHRUB AND TREE CARE/PRUNING**

- 60.01 Tree pruning shall be performed with the intent of developing structurally sound trees, symmetrical appearance with the proper vertical and horizontal clearance as follows:
  - a. All trees shall be trimmed, shaped and thinned.

## EXHIBIT B

### STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS

- b. All dead and damaged branches and limbs shall be removed at the point of breaking.
  - c. All trees shall be trimmed to prevent encroachment on private property.
- 60.02 Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size. Restrict growth of shrubbery to area behind curbs and walkways and within planter beds by trimming. Under no circumstances shall hedge shears be used as a means of pruning.
- 60.03 Pruning Procedures
- a. Rapid healing of pruning wounds is dependent upon where the cut is made when removing limbs. Never Leave Short Stubs. Some trees produce a corky ring of growth where a limb originates. The pruning cut should be made toward the outside portion of this "collar". If a tree does not produce this characteristic collar, then make the cut flush to the limb where it is growing.
  - b. All limbs 1 1/2" or greater in diameter shall be undercut to prevent splitting.
  - c. All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
  - d. All pruning tools shall be sterilized between plants when pruning all Palm type plants and as requested by facility grounds supervisor.
  - e. All equipment utilized shall be clean, sharp and expressly designed for tree pruning.
  - f. Climbing spurs shall not be used.
- 60.04 Pruning Criteria
- a. The initial step of pruning shall be the removal of all deadwoods, weak, diseased, insect infested and damaged limbs.

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

- b. All trees shall be pruned for vertical and horizontal clearance. Such clearances are: seven feet (7') for pedestrian areas and walkways; fourteen feet (14') for vehicular roadways.
  - c. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on 12" or 24" spacing.
  - d. All trees shall be thinned of smaller limbs to distribute the foliage evenly.
  - e. All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
  - f. All suckers and sprouts shall be cut flush with the trunk or limb.
  - g. No stubs will be permitted.
- 60.05 All structural weaknesses such as split crotch or limbs, diseased or decayed limbs, or severe damage shall be reported to the Director.
- 60.06 Special emphasis shall be placed upon public safety during pruning operations, particularly when adjacent to roadways.
- 60.07 All trimming and debris shall be removed and disposed of offsite at the end of each day's work.
- 60.08 All trees which are downed by either natural or unnatural causes shall be removed and disposed offsite. Where possible stumps shall be removed to 12 inches below grade and wood chips removed and hole backfilled to grade.

#### **61.0 TURF RESEEDING/RESTORATION OF DAMAGED BARE AREAS**

- 61.01 Overseed all damaged, vandalized or bare areas to reestablish turf to an acceptable quality.
- 61.02 Areas to be overseeded will be seeded utilizing blends or mixtures at the rate of application identified by the Director.

## EXHIBIT B

### STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS

#### 62.0 DISEASE/INSECT CONTROL

- 62.01 All landscaped areas shall be maintained free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover and turf.
- 62.02 The Director shall be notified immediately of any disease, insects or unusual conditions that might develop.
- 62.03 A disease control program to prevent all common diseases from causing serious damage shall be provided on an as needed basis. Disease control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

#### 63.0 PLANT MATERIALS

- 63.01 Plant materials shall conform to the requirements of the Landscape Plan of the area and to "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc. Plans of record and specifications should be consulted to insure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects.
- 63.02 Substitutions may be allowed but only with prior written approval by the Director.
- 63.03 Nomenclature - Plant names used in the landscape plan of the area conform to "Standardized Plant Names" by American Joint Committee on Horticultural Nomenclature. In those cases not covered therein, the custom of the nursery trade shall be followed.
- 63.04 Quality
  - a. Plants shall be sound, healthy, vigorous, free from plant disease, insect pest or their eggs, and shall have healthy normal root systems and comply with all state and local regulations governing these matters, and shall be free from any noxious weeds.
  - b. All trees shall be measured six (6) inches above the ground surface.

## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

- c. Where caliper or other dimensions of any plant material are omitted from the Plant List, it shall be understood that these plant materials shall be normal stock for type listed. They must be sturdy enough to stand safely without staking.
  - d. Shape and Form: Plant materials shall be symmetrical, and/or typical for variety and species and conform to measures specified in the Plant List.
  - e. All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Director.
- 63.05 Plant Materials Guarantee - All shrubs shall be guaranteed to live and remain in healthy condition for no less than thirty (30) days from the date of acceptance of the job by the Director.

#### **IV. SPECIFIC REQUIREMENTS**

##### **64.0 COUNTY PROVIDED MATERIALS**

- 64.01 County shall supply the Contractor with the following materials for which the Contractor will provide the labor at no additional cost to County:
- a. Fifty-five (55) gallon trash containers.

##### **65.0 LOCKS AND KEYS**

- 65.01 County may develop an initial chain and lock system with a specific number of replacement locks for trash containers, restrooms, gates and valve/pump cover boxes during the term of this Contract. Contractor shall be responsible for purchasing similar locks upon loss of any County-owned locks initially provided to Contractor. County shall provide Contractor on a one for one exchange, locks that have been vandalized or are inoperable.
- 65.02 Contractor may provide a chain and lock system, at Contractor's expense, for trash containers located throughout the park for the purposes of securing and limiting the removal or tipping of the containers.



## **EXHIBIT B**

### **STATEMENT OF WORK SOUTH COAST BOTANIC GARDEN LANDSCAPE MAINTENANCE SERVICES SPECIFICATIONS**

#### **65.03     Key Control**

- a. Contractor shall be responsible for the series of keys assigned to them and will in turn assign these keys to their personnel for use in maintaining these facilities.
- b. The Contractor will be held responsible for the proper use and safe keeping of all keys issued by the County to the Contractor.
- c. Contractor shall report all lost or stolen keys to the Director within twenty-four (24) hours of discovery of the loss. Contractor shall reimburse the County for the cost as determined by the Director, of rekeying the facility or duplicating additional keys.
- d. Upon termination, cancellation or expiration of this Contract all keys received by the Contractor shall be returned to the Director.
- e. California law stipulates that it is unlawful for a person to duplicate any keys without the permission by the owner. The penalty for violation of this law is either six (6) months imprisonment or a Five Hundred Dollar (\$500) fine or both.

# EXHIBIT C

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Labor Statistics and Research  
455 Golden Gate Avenue, 9<sup>th</sup> Floor  
San Francisco, CA 94102

MAILING ADDRESS:  
P. O. Box 420603  
San Francisco, CA 94142-0603



December 27, 2007

**IMPORTANT NOTICE  
TO AWARDING BODIES AND INTERESTED PARTIES  
REGARDING  
THE PREVAILING WAGE RATES BELOW THE CALIFORNIA MINIMUM WAGE**

In accordance with Labor Code Sections 1770, 1773, and 1773.1, the Director of the Department of Industrial Relations is responsible for determining the prevailing wage rates for each worker employed on public works projects of more than \$1,000.

Effective on January 1, 2008, the minimum wage in California will increase to eight dollars (\$8.00) per hour. The Director's prevailing wage determinations shall not be below the California minimum wage. Each employer is required to pay at least the California minimum wage for the basic hourly rate in all cases where the published prevailing wage rate is below the California minimum wage. Any and all employer payments required by these determinations must also be paid.

If the California minimum wage is increased in the future to an amount above that shown in a prevailing wage determination, the basic hourly rate in that determination automatically increases to the new minimum wage.

# EXHIBIT C

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS  
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1

## CRAFT: ## LANDSCAPE MAINTENANCE LABORER

**DETERMINATION:** SC-LML-2008-1

**ISSUE DATE:** February 22, 2008

**EXPIRATION DATE OF DETERMINATION:** December 31, 2008\* Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Division of Labor Statistics and Research at (415) 703-4774 for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

LOCALITY:	Employer Payments						Straight-Time	Overtime
	Basic Hourly Rate	Health and Welfare	Pension	Vacation	Holiday	Training	Hours Total Hourly Rate	1 1/2X
Imperial	\$8.00	-	-	<sup>a</sup> 0.115	0.17	-	8 <sup>b</sup> 8.285	<sup>b</sup> 12.285
Inyo, Mono and San Bernardino	8.00	-	-	0.30	0.17	-	8	12.47
Kern	8.00	-	-	<sup>c</sup> 0.16	0.17	-	8 <sup>b</sup> 8.33	<sup>b</sup> 12.33
	10.00	-	-	<sup>d</sup> 0.27	0.46	-	8 <sup>b</sup> 10.73	<sup>b</sup> 15.73
Los Angeles	8.00	0.89	-	<sup>e</sup> 0.115	0.14	-	8 <sup>b</sup> 9.145	<sup>b</sup> 13.145
Orange	8.00	-	-	<sup>f</sup> 0.11	0.11	-	8 <sup>b</sup> 8.22	<sup>b</sup> 12.22
Riverside	8.00	-	-	<sup>g</sup> 0.20	0.16	-	8 <sup>b</sup> 8.36	<sup>b</sup> 12.36
San Diego	8.00	-	-	0.22	0.115	-	8	12.335
	8.00	-	-	0.24	0.12	-	8	12.36
San Luis Obispo	8.00	-	-	<sup>k</sup> 0.15	0.15	-	8	12.30
	8.00	-	-	<sup>l</sup> 0.16	0.16	-	8	12.32
Santa Barbara	8.00	-	-	<sup>h</sup> 0.12	0.12	-	8 <sup>b</sup> 8.24	<sup>b</sup> 12.24
	8.00	-	-	<sup>i</sup> 0.13	0.13	-	8 <sup>b</sup> 8.26	<sup>b</sup> 12.26
Ventura	8.00	-	-	0.115	0.16	-	8	12.275
	8.00	2.97	-	<sup>j</sup> 0.19	0.26	-	8 <sup>b</sup> 11.42	<sup>b</sup> 15.42

## Craft is not apprenticeable.

**NOTE:** If there are two rates, the first rate is for routine work, the second rate is for complex work.

<sup>a</sup> \$0.22 after 3 years of service.

<sup>b</sup> Computation is based on the first years of employment. This rate should be increased by any applicable vacation increase as stated in other footnotes.

<sup>c</sup> \$0.31 after 2 years of service.

<sup>d</sup> \$0.54 after 2 years of service: \$0.81 after 3 years of service.

<sup>e</sup> \$0.24 after 3 years of service: \$0.37 after 7 years of service.

<sup>f</sup> \$0.22 after 4 years of service.

<sup>g</sup> \$0.40 after 3 years of service.

<sup>h</sup> \$0.23 after 2 years of service.

<sup>i</sup> \$0.27 after 2 years of service.

<sup>j</sup> \$0.38 after 3 years of service.

<sup>k</sup> \$0.29 after 2 years of service.

<sup>l</sup> \$0.31 after 2 years of service.

**RECOGNIZED HOLIDAYS:** Holidays upon which the general prevailing hourly wage rate for Holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the Internet at <http://www.dir.ca.gov/DLSR/PWD>. Holiday provisions for current or superseded determinations may be obtained by contacting the Prevailing Wage Unit at (415) 703-4774.

**TRAVEL AND/OR SUBSISTENCE PAYMENT:** In accordance with Labor Code Sections 1773.1 and 1773.9, contractors shall make travel and/or subsistence payments to each worker to execute the work. You may obtain the travel and subsistence provisions for the current determinations on the Internet at <http://www.dir.ca.gov/DLSR/PWD>. Travel and subsistence provisions for current or superseded determinations may be obtained by contacting the Prevailing Wage Unit at (415) 703-4774.

**PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

Mariposa Landscapes, Inc.

Proposer's Name

15529 Arrow Highway, Windale, CA 91706

Business Address

95-4245898

Internal Revenue Service Employer Identification Number

**GENERAL**

In accordance with *Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000e through 2000e-17, Section 504 of the Rehabilitation Act of 1975, the Food Stamp Act of 1977, the Welfare and Institutions Code Section 1000, Americans with Disability Act of 1990, California Department of Social Services Manual of Policies and Procedures Division 21, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, political affiliation, marital status, age, disability, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.*

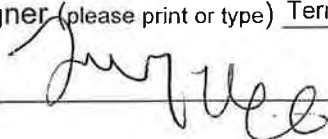
**PROPOSER'S CERTIFICATION****Check One**

1. The Proposer has a written policy statement prohibiting discrimination in all phases of employment. ☒ Yes [ ] No
2. The Proposer periodically conducts a self analysis or utilization analysis of its work force. ☒ Yes [ ] No
3. The Proposer has a system for determining if its employment practices are discriminatory against protected groups. ☒ Yes [ ] No
4. Where problem areas are identified in employment practices, the Proposer has a system for taking reasonable corrective action which includes the establishment of goals and timetables. ☒ Yes [ ] No

Name (please print or type) Mariposa Landscapes, Inc.

Title of Signer (please print or type) Terry Noriega, President

Signature



Date April 11, 2014

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Page \_\_\_\_\_ of \_\_\_\_\_

Form A-1-131 (New 2-80)

S = STRAIGHT TIME	*OTHER – Any other deductions, contributions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary
O = OVERTIME	

CERTIFICATION MUST be completed (See reverse side)

**NOTICE TO PUBLIC ENTITY**

**For Privacy Considerations**

**Fold back along dotted line prior to copying for release to general public (private persons).**

(Paper Size then 8-1/2 x 11 inches)

-----

I, \_\_\_\_\_, the undersigned, am the  
(Name – print)

\_\_\_\_\_ with the authority to act for and on behalf of  
(Position in business)

\_\_\_\_\_, certify under penalty of perjury  
(Name of business and/or contractor)

that the records or copies thereof submitted and consisting of \_\_\_\_\_  
(Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s)  
of the actual disbursements by way of cash, check, or whatever form to the individual or  
individuals named.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

A public entity may require a stricter and/or more extensive form of certification.



## **EXHIBIT F**

### **Proposer's Quality Control Plan**

## Quality Assurance

### 1) Project Startup and Quality Control Coordination Meeting

The Project Estimator and the Account Manager review the project specifications and visit the project site(s) to develop a work plan for the completion of the project per specifications. A meeting including the Account Manager with key personnel responsible for carrying out the work, is held to discuss and coordinate how the project work will be performed.

Prior to commencement of contract work we will thoroughly inspect and document every deficiency. After this is completed for each location, we will provide a detailed list of every deficiency discovered. We will also include a detailed proposal for restoring the area to its original condition if applicable. This will be the quickest and most cost effective way to bring the areas up to the specified standards.

During the meeting, the Account Manager communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for the meeting include:

- Project requirements per specifications.
- Record keeping documents and availability of necessary forms
- Review methods, sequence of work tasks and timeline.

### 2) Preparatory Site Inspection

The Account Manager performs a quality inspection of the work area and:

- Assesses the required work to be done per specifications.
- Verifies field measurements.
- Assures availability of required equipment and materials to complete the project.
- Identifies potential problems and develops an action plan to resolve them.

### 3) Scheduling

Mariposa Landscapes, Inc. will submit a detailed schedule that includes all the routine activities. After submission and approval of this schedule, we will be ready to start work.

### 4) Labor

Our proposal is calculated to provide full time employees on a year round basis. It is our goal to provide professional results. Therefore, we will assign the appropriate and trained crew force necessary to complete the specified activities in a professional and timely manner. To achieve the desired results, the appropriate labor will be assigned for every aspect of the work. Mariposa has in its employment a licensed arborists that handles all tree work, inspections and quality control for the company.







## 5) Equipment

Mariposa Landscapes, Inc. owns the latest model fleet equipment available as well as all small tools necessary to complete the work.

- |                                  |                                  |
|----------------------------------|----------------------------------|
| a) ¾ ton pick-up truck           | i) Hedge trimmers                |
| b) Small pick-up truck           | j) Rototillers                   |
| c) Trailers                      | k) Spray tanks                   |
| d) 12' John Deere ride-on mowers | l) Chainsaws                     |
| e) 72" x-mark ride-on mowers     | m) Kubota tractor w/ attachments |
| f) 36" x-mark walk behind mowers | n) Walk behind aerators          |
| g) String trimmers               | o) Walk behind dethatchers       |
| h) Backpack blowers              | p) Misc hand tools               |

## 6) Communication and Yard Location

All communications will be routed through our main office and dispatch center in Irwindale. A 24-hour "800" number will be provided. Mariposa Landscapes will use all of the current communication methods such as two-way radios and cellular phones. Our response time will meet or exceed the county's expectations.

Our office is open for communications from 6:00am to 4:00pm, Monday-Friday and we are available 24 hours a day through the answering service to address emergency call outs. We have a full support staff of mechanics that can respond to emergencies immediately and a depth of replacement equipment that will allow us to stay consistent with our schedules.

## 7) Work in Process Quality Inspection

For each work task, the Account Manager performs an initial work in process inspection when the first portion of the work activity is completed. The Account Manager performs ongoing work in process quality inspections to ensure that the work tasks continue to conform to the project quality requirements.

## 8) Work Task Completion Inspection

Completion inspections are performed for each work task before starting other work activities. Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

## 9) Control of Punch Items and Nonconformance

Should a problem occur in the quality of work, we systematically contain the issue and quickly make corrections. We expedite a corrective action that brings the workmanship of material issue into conformance by repair, replacement, or rework. Previously completed work is re-inspected for similar non-conformances. In the event that we cannot meet contract specifications, the customer will be notified and customer approval of corrective action is required before proceeding.

Mariposa Landscapes, Inc. systematically prevents recurrences to improve quality. First, management monitoring is put into place to assure work proceeds without incident. Then a structured problem solving process identifies the root of the causes and initiates solutions. Solutions may involve a combination of enhanced process controls, training, upgrading of personnel qualifications, and/or higher grade materials. Follow up ensures that a problem is completely resolved. Non-conformance and their resolutions are recorded on a Non-Conformance Report.



#### **10) Employee Recruitment and Retention**

Mariposa recruits new employees through advertisements in the newspaper and through job fairs at the University of Cal-Poly Pomona. They are evaluated according to their degree of experience in the field of horticulture and training is tailored accordingly. Mariposa uses the ADP background check service on all employees before hiring. This service provides background checks such as social security verification and previous employment. Before working in the field, they are required to watch safety videos on lifting heavy objects and the use of equipment on the job. Following, they are trained on the use of the five most common types of small equipment and subsequently released to their work crews and foremen for a probationary period of ninety days. Every effort is made to retain employees through periodic performance reviews and safety incentives. Mariposa's employee turnover rate is 6 percent.

#### **11) Supervisor/Employee Ratio**

Each Account Manager supervises a group of approximately twenty-five workers that breaks down into several work crews, each managed by a Foreman/Field Supervisor. The Account Manager covers a geographical area that will include several contracts for servicing. Each work crew is assigned to service one or more landscape maintenance contracts and is easily accessible to the supervisor through radio, telephone and pager communications, and, through the supervisor's daily inspections of the work locations.

The Account Manager is in daily communication with the Foreman/Field Supervisor personally or by cellular phone or radio to ensure that the schedule of work operations is followed in strict accordance to the guidelines of the contract. The Foreman/Field Supervisor routinely inspects the job site by walking it with his crew lead, identifying areas of concern and keeping the Account Manager in charge of landscape maintenance operations informed as to the condition of the sites in question. All work not in compliance in the opinion of the Account Manager will be addressed immediately through specific instructions to the foreman and crew to perform the corrective work.

#### **12) Employee Training and Supervision**

For the first ninety days, training is ongoing with all new employees in the use of small equipment and mowers, application of herbicides and pesticides and in safety awareness. Every facet of the use of tools and equipment in landscape maintenance work is covered from the use of simple hand tools such as hand pruners to driving the company truck. The foreman on the job provides training in a progressive manner as the worker demonstrates skill and the ability to handle other types of equipment. Training in the use of chemicals is carefully done by showing the employee how to read container labels regarding the use of the chemical, its safety precautions, and, its mixing and application rates. A demonstration on the use of the mixing and application equipment and safety gear is covered in detail before the employee is allowed to prepare and apply the chemical.

#### **13) Weekly Safety Meetings**

Training the employee to work safely is repeatedly emphasized through on the job training in the correct use of equipment, being aware of what co-workers are doing around them and how to identify and eliminate hazards on the job site. Each employee is required to attend weekly safety briefings covering all aspects of safety issues that relate to their work including having the right safety attitude.



#### 14) Employee Deployment

New contracts require a lead-time of around one to four weeks or more to hire or reassign the necessary personnel, purchase equipment and become acquainted with the contract specifications and locations. Since vacation days are preplanned, a work crew is able to schedule its workload to compensate for the absence of the employee on vacation, or it may borrow an employee from another crew with a lighter workload. Rescheduling workload activities or using a crewmember from another route handles unscheduled absences that might create a problem in performing the work. The company does not have a group of employees that fill in on a temporary basis.

#### 15) Transportation

All personnel assigned to landscape maintenance contracts travel in the company truck from one job site to another. They are not allowed to use their personal vehicle for transportation between job sites.

#### 16) Employee Uniform

A uniform and a neat appearance project confidence and a professional attitude. The uniform provided is also intended to represent the organization, reflect a consistent corporate image, and enable you to employees to work safely on the job site. Upon hiring, all employees get safety gear comprised of safety glasses, hardhat, safety vest, uniform shirts and gloves, and, they are required to have a pair of work boots. Uniforms must be clean and presentable, a professional look is mandatory at all times. Uniforms cannot be used off-duty. They can only be worn while on the jobsite or commuting to and from work.

- **Head Coverings** – only company approved caps, hard hats, and beanies may be worn with bill and logo forward.





- **Safety Vest** – yellow with reflector stripes over the shoulders and across midsection must be worn over shirt.
- **Shirt** – solid tan/orange combination company shirts are the only shirts allowed and they must be tucked in at all times. Employees wearing shirts that are not tucked in will be given a day off without pay.
- **Pants** – must be clean when reporting to work, not torn, and not excessively baggy. Tan, blue or black must be solid colors, clean and wrinkle free. Jeans are acceptable.



- **Shoes** – leather work boots are required for foot wear. Steel toe work boots are optional. All non-leather or leather/fabric combination boots are not acceptable.

#### 17) Employee Identification Badge



**MAINT. CREW**  
**Ph. 626.900.0196**  
**2013-2014**



**Emp # 111111**



## 18) Forms

- a) New Employee Orientation
- b) Equipment Training Form
- c) Crew Checklist Safety Form
- d) Personal Protective Equipment Requirements
- e) Foeman Task List
- f) Weekly Inspection Report
- g) Non Conformance Report
- h) Monthly Pesticide Use Report
- i) Corrective Disciplinary Warning

# M A R I P O S A

## NEW EMPLOYEE ORIENTATION

### Equipment Training

Employee Name:

Employee Number:

Date:

	Edger	Blower	Hedge Trimmer	21" Mower	Weedeater	Other
1 Air Filter	X	X	X	X	X	
2 Belts	X					
3 Blades	X		X	X		
4 Bolts, Screws, Clamps	X	X	X	X	X	
5 Cables	X	X	X	X	X	
6 Carburetor	X	X	X	X	X	
7 Zirk Fittings	X	X	X	X	X	
8 Catcher				X		
9 Clutch or Flywheel	X		X	X		
10 Engine - 2 cycle/4 cycle		X	X		X	
11 Gas Can Identification	X	X	X	X		
12 Gas Cap Identification	X	X	X	X	X	
13 Gasoline	X	X	X	X	X	
14 Gasoline - Identify by Color	X	X	X	X	X	
15 Holding the Equipment	X	X	X	X	X	
16 Oil - 2 Cycle		X	X		X	
17 Oil - Motor	X			X		
18 Oil and Gas - Mixing		X	X		X	
19 Safety - Uniform Worn	X	X	X	X	X	
20 Safety Gear: Chaps						
21 Safety Gear: Ear Protection	X	X	X	X	X	
22 Safety Gear: Leather Gloves	X		X	X	X	
23 Safety Gear: Safety Glasses	X	X	X	X	X	
24 Safety Locks	X	X	X	X	X	
25 Safety Shields	X	X	X	X	X	
26 Safety Switches	X	X	X	X	X	
27 Shims	X	X	X	X	X	
28 Spark Plug	X	X	X	X	X	
29 Starting/Stopping the Equipment	X	X	X	X	X	
30 Storage and Transportation	X	X	X	X	X	
31 Visual inspection of equipment	X	X	X	X	X	
32 Visual Inspection - Mechanical Integrity	X	X	X	X	X	
33 Weedeater Lines					X	
34 Wiring	X	X	X	X	X	

Training Start Time:

End Time:

Training By:

I have understood everything that has been explained to me concerning the above equipment.

Employee Signature

Office Use Only

Original to EE's File

Copy to Employee

Copy to Mechanic

# Mariposa Landscapes, Inc.

## New Employee Equipment Training

Location

Trainer Name

Date and Time

VP Of Operations



Alpha Updates



Safety Coordinator



Chainsaw  
Power Hedge Trimmer  
Weed eater  
Power Edger  
21" Mower  
Ride-on Mower  
Cone Placement  
Trailer Hitch & Un-hitch  
Drivers Trailer Backing

### INITIALS BELOW

SUPER

FIRST NAME

LAST NAME

EE No.

No.

New Employee Signature

Date

1

2

3

4

5

6

7

8

9

10

11

12

13

14

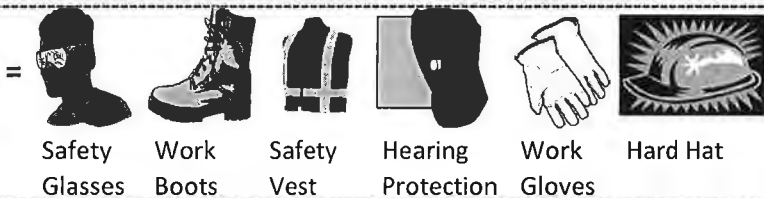
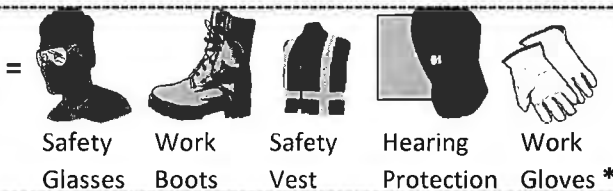
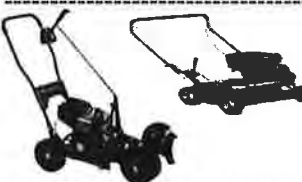
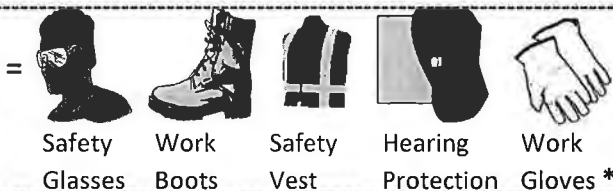
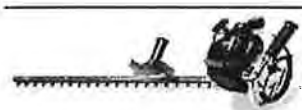
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# MARIPOSA LANDSCAPES INC.

## MAINTENANCE DIVISION - PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS



Back Support\*

































































Note: The PPE illustrated here is for your safety. Failure to follow these requirements could lead to injury and/or disciplinary action, up to and including termination.

\* Optional Equipment



# MARIPOSA LANDSCAPES INC.

## TREE DIVISION - PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS

	=							
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat	Full Body Safety harness
	=							
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat	
	=							
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves		
	=							
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat	
	=							
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat	
	=							
		Safety Glasses	Work Boots	Safety Vest		Work Gloves*	Hard Hat	
	=							
		Safety Glasses	Work Boots	Safety Vest		Work Gloves*	Hard Hat	
	=							
		Safety Glasses	Work Boots	Safety Vest		Work Gloves	Hard Hat	Climbing Belt
	=							
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat	Chaps

Note: The PPE illustrated here is for your safety. Failure to follow these requirements could lead to injury and/or disciplinary action, up to and including termination.

\* Optional Equipment

# MARIPOSA LANDSCAPES INC.

## LANDSCAPE DIVISION - PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS

	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat		
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves*	Hard Hat	Back Support *	Steel toe Guards
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat		
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat	Back Support *	Steel toe Guards
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves*	Hard Hat		
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves*	Hard Hat		
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat		
	=								
		Safety Glasses	Work Boots	Safety Vest	Hearing Protection	Work Gloves	Hard Hat		
	=								
		Safety Glasses	Work Boots	Safety Vest		Work Gloves*	Hard Hat		

Note: The PPE illustrated here is for your safety. Failure to follow these requirements could lead to injury and/or disciplinary action, up to and including termination.

\* Optional Equipment



# M A R I P O S A

## L A N D S C A P E S I N C

### Non-Conformance Report

Job Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Description of the requirement or specification:

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Description of nonconformance, location, affected area, and marking:

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Disposition: ☐ Replace ☐ Repair ☐ Rework ☐ As Is

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Customer Approval of Disposition: Name \_\_\_\_\_ Date: \_\_\_\_\_

Corrective Actions:

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Corrective Action Completed: Name \_\_\_\_\_ Date: \_\_\_\_\_

Preventative Actions:

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Preventative Action Completed: Name \_\_\_\_\_ Date: \_\_\_\_\_

# M A R I P O S A

## M O N T H L Y P E S T I C I D E U S E R E P O R T

COUNTY

MONTH

SUPERVISOR

### EQUIVALENTS

128 OZ. = 1 GAL.  
 32 OZ. = 1 Qt.  
 16 OZ. = 1 PT.  
 4 QT. = 1 GAL.  
 8 PT. = 1 GAL.  
 16 CUPS. = 1 GAL.  
 4 CUPS. = 1 QT.  
 6 TSP. = 1 OZ.  
 2 tbsp. = 1 oz.  
 3 TSP. = 1 TBLSP.  
 768 TSP. = 1 GAL.  
 256 TBLSP. = 1 PT.  
 2 CUPS = 1 PT.  
 1 CUP = 8 OZ.

DATE	LOCATION SPRAYED	CHEMICAL USED	QUANTITY OF CHEMICAL USED			COMMODITY OR AREA TREATED	RATIO USED	NAME OF APPLICATOR
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	
			Lb.	Oz.	Pt.	Qt.	Gal.	

# M A R I P O S A

## L A N D S C A P E S I N C

### Corrective Disciplinary Warning

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Place of Occurrence: \_\_\_\_\_

Nature of Misconduct			
	Attendance		Personnel Policy Violation
	Unable to Perform		Safety Policy Violation
	Other		

Detailed explanation of facts pertaining to warning: \_\_\_\_\_

Specific changes in behavior or performance that must occur: \_\_\_\_\_

Employee comments: \_\_\_\_\_

Prior Disciplinary Actions Taken		
Date	Reason	Supervisor

Corrective Disciplinary Action Taken: \_\_\_\_\_

Acknowledgement: Immediate and sustained improvement is necessary for continued employment. Failure to correct the issues mentioned may result in further corrective action up to and including termination. Signature of employee indicates understanding, and receipt of the above correction action form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ DM Initials: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ VP Initials: \_\_\_\_\_  
 Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_ HR Initials: \_\_\_\_\_



# M A R I P O S A

## L A N D S C A P E S I N C

### Communication Capabilities

- **Customer** – “Where are the crews right now?”
  - **Mariposa Supervisor** – “At the Northeast corner of the site number 256.” (Answered accurately within 30 seconds.)
- **Customer** – “I’ve got a deadline, can you get me that proposal I requested within an hour?”
  - **Mariposa Supervisor** – “I’m in the middle of the desert at a remote jobsite but that won’t be a problem. Look for the PDF document in your email within 30 minutes.”
- **Customer** – “Thanks for the email confirmation that you’ve shut the water off that I requested due to the traffic accident, what does the damage look like?”
  - **Mariposa Supervisor** – “I’m emailing you the GPS encoded picture of the broken backflow and tree right now so you can map it in Google Earth. I’ve already put up safety barricades to secure the site. The crew to remove the tree is 25 minutes away and in route. The irrigation technician is 15 minutes away and also in route. The tree should be removed and the water should be back up and running by the end of the day.” (Conversation via instant two-way direct connect radio.)

The ability to communicate with workers in the field has come a long way in the last 20 years. Even 10 years ago, the interchanges described above would have been all but impossible for the typical landscape company. Not anymore. All of the latest advances that would enable the above scenarios are available at Mariposa Landscape. These latest advances in communication and global positioning for vehicle and individual worker tracking (via GPS) along with hand-held phones with email capabilities are the most dramatic. With our combination of two-way radios, cell phones and GPS enabled devices with Internet capabilities; we are able to be more accurate in our communications, more efficient in our work routing and quicker in our response time than ever before.



Email enabled  
phones with GPS

#### We do not limit your options

- If a customer wants to give directions to a crew in the field we provide English speaking crew leaders.
- If a customer needs written confirmation that a requested task is complete, we can provide that instantly from the field (with pictures.)
- If a customer is more comfortable making requests over the phone, they can either call or connect via instant two-way radio (if they have the same capabilities.)
- Combinations of any of the above methods can be easily accommodated.



15529 ARROW HIGHWAY, IRVINDALE, CA 91706  
CA. LANDSCAPE CONTRACTORS LICENSE NO. 592268  
TEL. 626 • 960 • 0196 FAX 626 • 960 • 8477

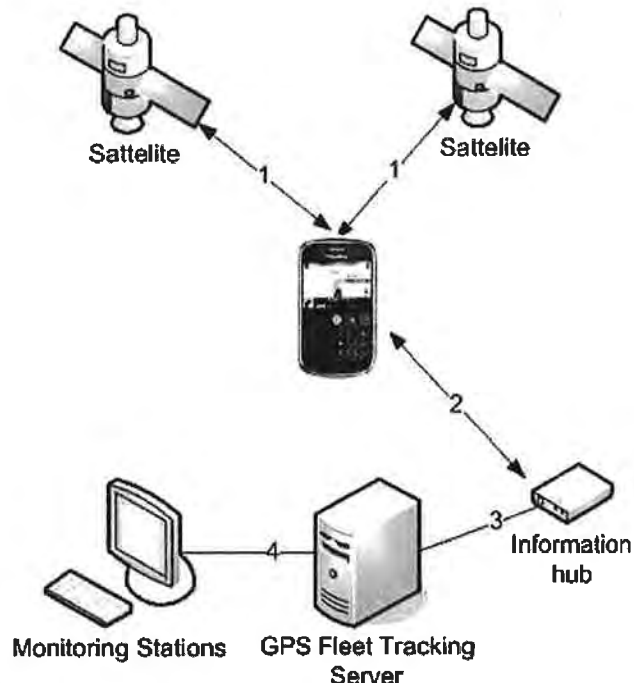


### How we do it...

- Our phones are specially selected; all of them have GPS capabilities.
- Field crews have Nextel direct connect. Select crews and technicians have phone access.
- Supervisors are equipped with Nextel Blackberry phones with two-way direct connect, email capabilities and GPS.

### Results

We are able to instantly communicate job orders and requests written requests from the customer directly to the supervisor for immediate response. Because these communications can be written they can be detailed and exact. The customer can receive either written or verbal confirmation almost instantaneously. More importantly, the correspondence can include photographs. Complete and clear communication combining verbal, written and pictorial information can be transmitted instantly and effortlessly quickly back and forth between the field Supervisor and the customer. The clear benefits of this are:



How we track the locations of all of our phones, trucks and equipment.

- Clear and accurate two-way communication that is instantaneous.
- Multiple options for communication (verbal, written, pictorial)
- Enhanced modes of communication that include exact location information (GPS)
- Better service for our customers with reduced costs due to routing and dispatch optimization

### Clear Benefits for our Customers

By utilizing the latest technology we are able to better serve our customers. We can be more efficient with our crews and reduce costs, passing these savings on to the customer. This combination results in lower cost service with better results. Response times are quicker and communication between the customer and the Mariposa Supervisor is more accurate. One of the reasons you will get better service at a lower price is because we utilize the latest in communication technology.

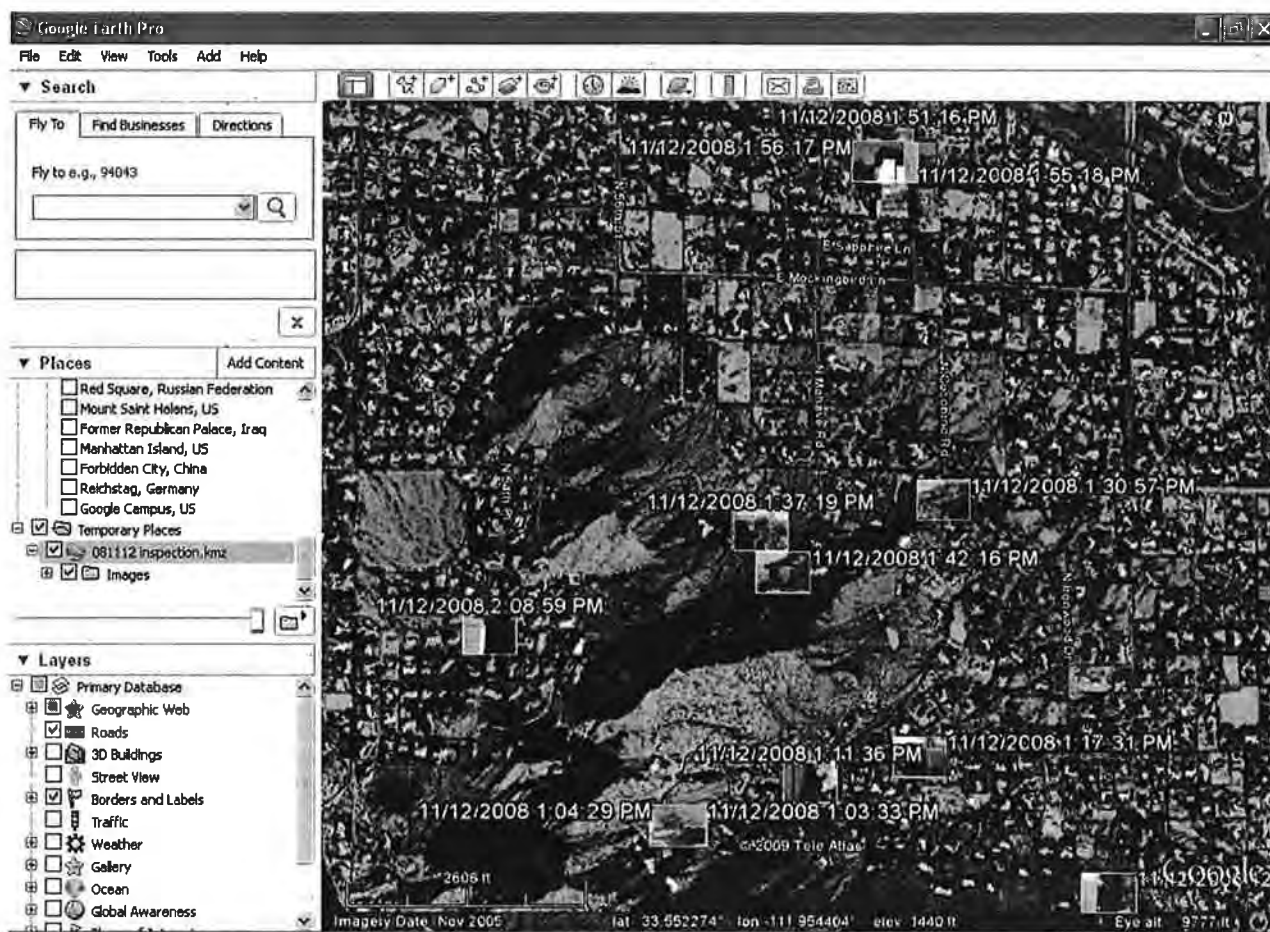




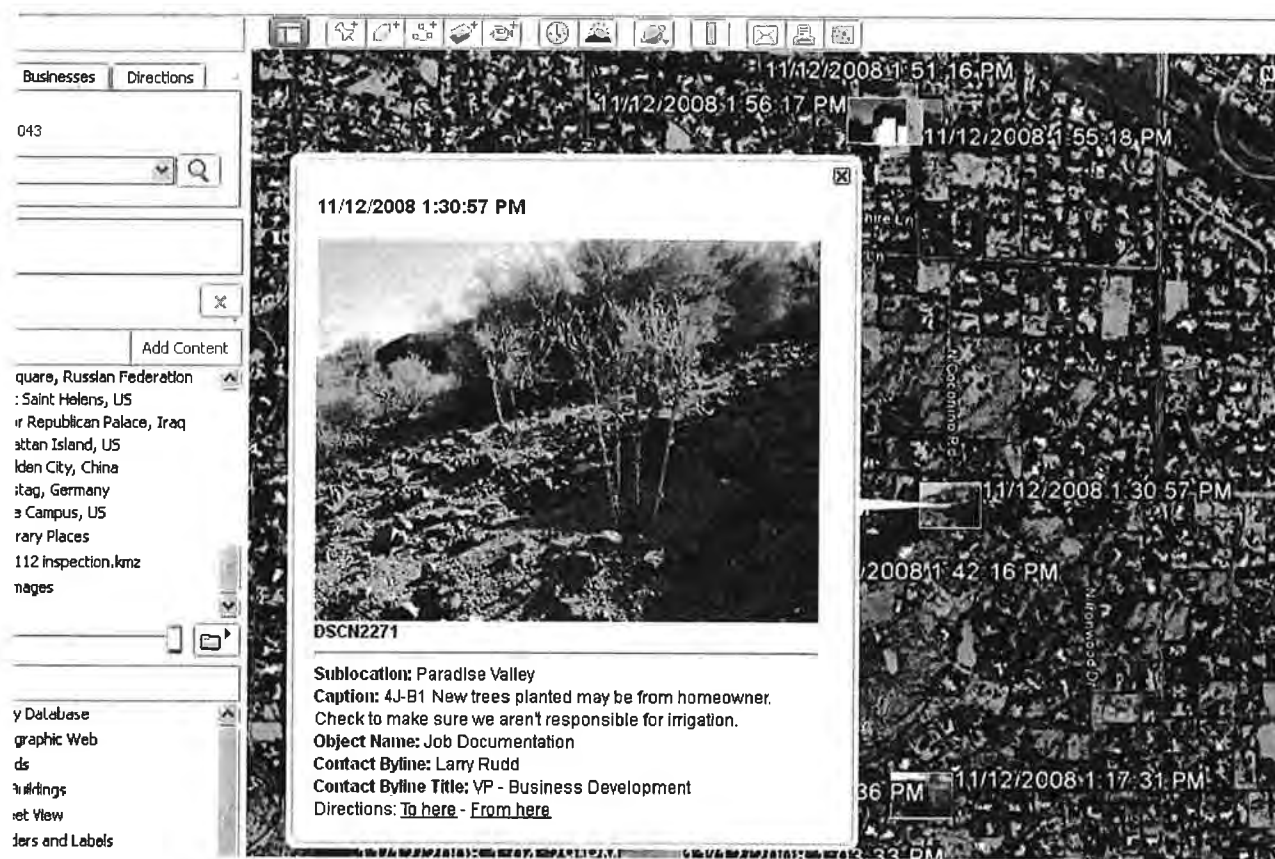
### Random Quality Control Inspections

In addition to the reporting, client meeting evaluations, action item lists and follow-up that the Mariposa Supervisor is responsible for, Mariposa upper management performs random spot inspections of various sites to insure consistent quality and accountability throughout the organization. The scrutiny on these types of inspections will typically exceed the client's requirements and contain a lot of technical detail and comments directed specifically to the Mariposa Supervisor. The goal is to improve the quality of work behind the scenes so that the client representative has a reduced workload monitoring the contract. This is how we fulfill the motto "We make your life easier..."

Random quality control inspections will typically consist of punch lists with notes on the expectations for completion. They also include GPS coded pictures with comments that are compatible with Google Earth. The Mariposa Supervisor will typically receive an email with two file attachments. One is the punch list in a text file and the other is the Google Earth file with the GPS encoded pictures that have dates, times, locations and comments.



Sample of the Google file sent to the Mariposa Supervisor for Internal Quality Control



Sample of how the GPS tagged pictures show up in the Google Earth program.

### **Subject: 31-07009 Jobsite Quality Control Inspections**

**Inspector: Larry Rudd**

**Date: 11/14/2008**

#### **Notes:**

**Location 291** - There are trees up against the wall on the E & S side which are clearance issues. The landscaping in the front is a part of the medical building. It was clean and weed free on the inside.

**Location 289** - Clean and weed free in the inside. There is landscape in front with irrigation. There is a little bit of trash in front behind the plants. There are a few small weeds inside the facility that we need to spot spray if it's allowed. There are some bushes in the back on W side that are up against the wall (clearance.)

**Location 288** - This site has access off of a hard to find driveway on N bound Tatum just N of Dynamite. There's a business on the corner and at the wall is the driveway. Weeds along the S side of the entry road. Large bushes and trees need to be trimmed back for access on the N side of the entry road. There are a couple of bushes and a tree near the entrance (so there is irrigation.) Site is clean and weed free on the inside. There's some graffiti on the N wall that we can paint over if we write up a Work Request. A small tree is up against the E wall that needs to be removed. There appears to be irrigation in this area also. Trees are against the wall (wall clearance.) This area needs to be cleaned up.

**Location 287** - This site cannot be accessed off of 42nd. You must access this site off of 40th at the end of the street past a gate on to an easement on private property. Got to the end and turn right. May be gated in the future. The site is clean on the inside and the outside. There is a tree that is growing into the wall on the rancher's property on the E side. We may be able to trim it from the inside. If we can't, we'll have to get permission to go through the private gate to get it.

**Site 7A-B1** - There's a gate in front of it that has a combo lock on it but the standard code doesn't open it. It's not too far from the gate so I was able to jump over the gate and check it. There's a 2" backflow on the E side of the facility. The cage has been opened and somebody connected a hose to it. The whole irrigation system appears to have been for the

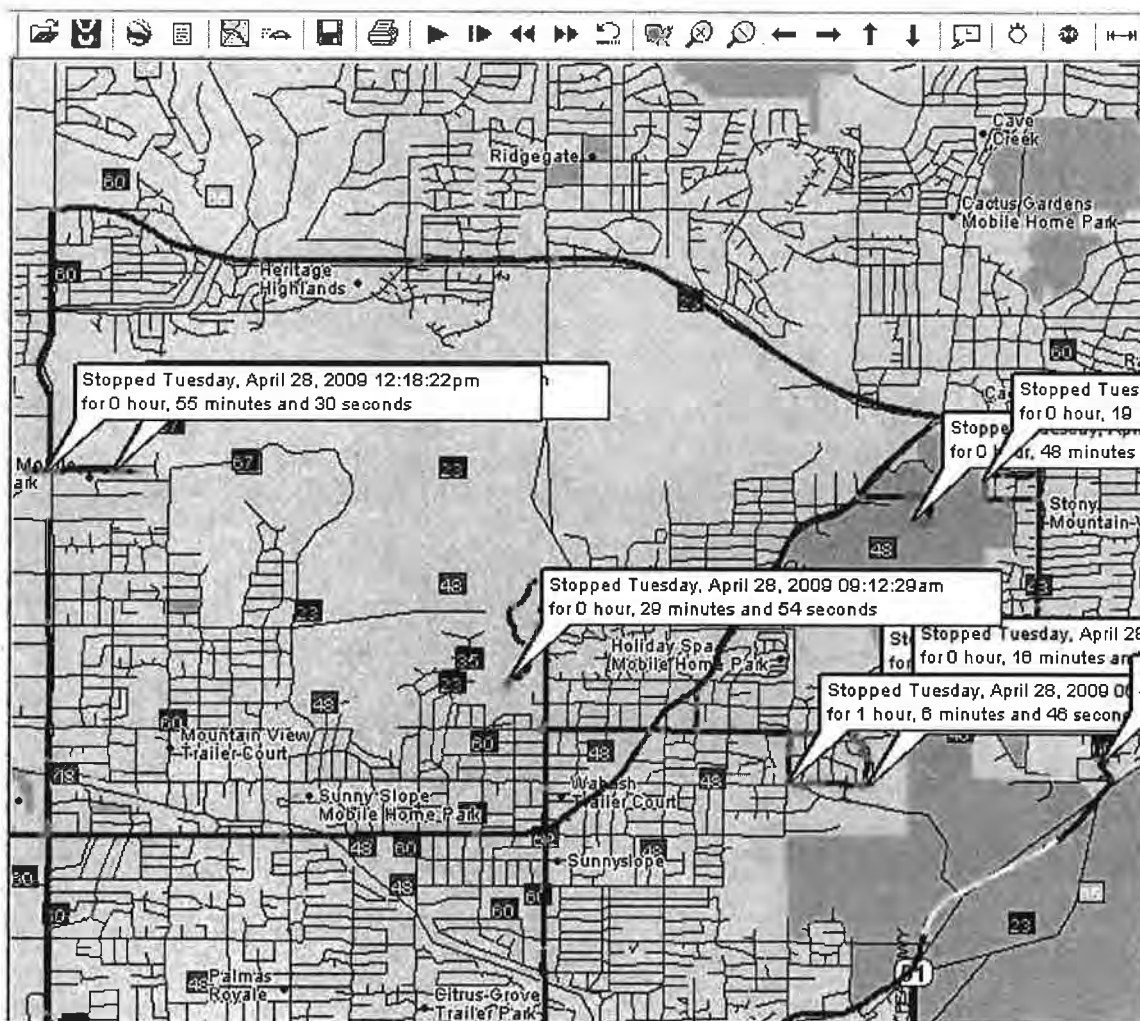
Sample of the Internal Quality Control Inspection notes.



## Crew Tracking and Route Optimization

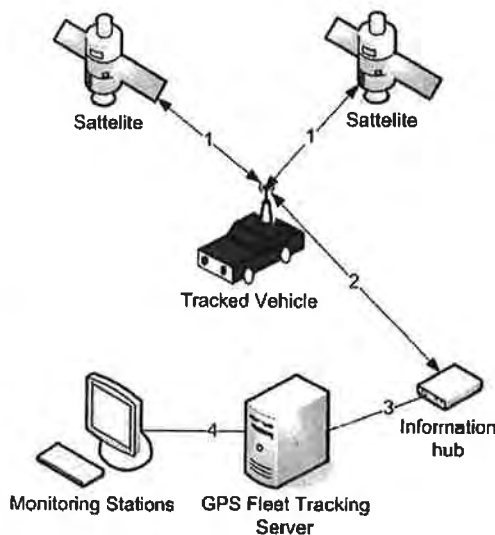
One of the biggest costs in landscape maintenance is labor, second is equipment. Optimize crew time and equipment use and costs are reduced. These cost savings can be passed on to the customer in lower more competitive pricing. We use the latest methods in crew tracking and route optimization. The methods we use provide better service for our customers and enable us to save costs and be more competitive.

How we do it...



Vehicle route tracking and stop optimization.

We do it by tracking our trucks to see if they are following the most optimized route to the job as well as check for inappropriate stops along with optimizing the stops that they are supposed to make. For instance, on a project where we maintain parks, we know exactly how long it takes to mow each location along with optimized routes for travel and loading/unloading time. Not a minute is wasted by our crews.



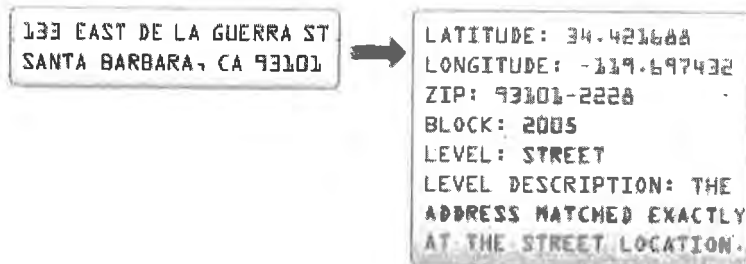
Global Positioning Satellite (GPS) tracking.



On-board Vehicle GPS units.

We use a combination of GPS vehicle tracking combined with GPS mapping units in our vehicles to efficiently route and locate crews and technicians.

Before starting a project and sometimes during the bid process we will map out every location within the project and gather latitude and longitude information. This is called "geocoding". Once the geocode information is complete, we can download the information into the vehicle GPS units. Everybody



Every site location has geographic information encoded.

associated with the project is instantly an expert in finding all the locations. We have amazed clients with portfolios of hundreds of sites by doing this. Packages of remote sites that didn't even have addresses, areas that took previous contractors months (even years) to master location information on we were up-and-running the first week of work. Most importantly, we did this without burdening the client with endless questions about site locations. The client expected us to take months to get up to speed and we already knew where everything was the first day we showed up. Not only did the Mariposa Supervisor know where everything was; every crew leader, driver and technician knew where every site was located. Crews started work with optimized routes and schedules that took months or years of previous contractors to duplicate. We started improving on optimizing routes and schedules the first day of work. With Mariposa Landscape, the customer didn't have to pay for learning curve like they were accustomed to with previous contractors. The first day Mariposa Landscape started, the customer received better service at a more competitive price.



Department of the Treasury  
Internal Revenue Service

## Notice 1015

(Rev. December 2013)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

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#### What is the EIC?

The EIC is a refundable tax credit for certain workers.

#### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

**Note.** You are encouraged to notify each employee whose wages for 2013 are less than \$51,567 that he or she may be eligible for the EIC.

#### How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must

notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2014.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from [IRS.gov](http://IRS.gov) or by calling 1-800-829-3676.

#### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

#### How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2013 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2013 and owes no tax but is eligible for a credit of \$800, he or she must file a 2013 tax return to get the \$800 refund.

**Title 2 Administration**  
**Chapter 2.203 Contractor Employee Jury Service**

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

**Title 2 Administration**  
**Chapter 2.203 Contractor Employee Jury Service**

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or

2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)



**Title 2 Administration**  
**Chapter 2.203 Contractor Employee Jury Service**

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.070 Exceptions.**

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,
2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

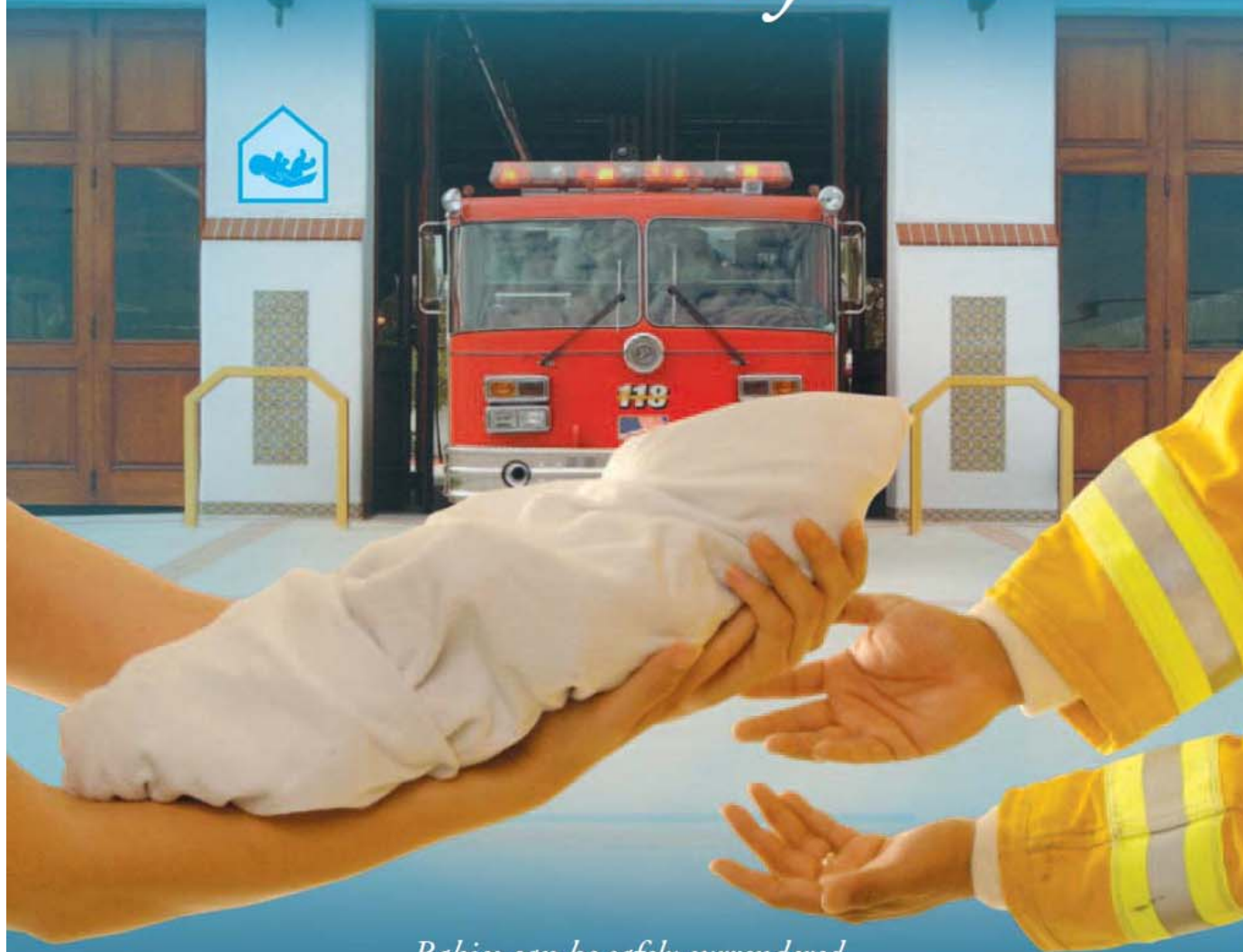
"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)



# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered  
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)





# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.





# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)





# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**2.201.010 Findings.**

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

**2.201.020 Definitions.**

The general definitions contained in [Chapter 2.02](#) shall be applicable to this chapter unless inconsistent with the following definitions:

- A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.
- C. "Employer" means:
  - 1. An individual or entity who has a contract with the county:
    - a. For services which is required to be more economical or feasible under [Section 44.7](#) of the Charter of the county of Los Angeles, and is not listed as an excluded contract in [Section 2.121.250 B](#) of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or
    - b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and
    - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
  - 2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief executive officer, but in no event less than 35 hours worked per week.
- E. "Proposition A contract" means a contract governed by [Title 2, Section 2.121.250](#) et seq. of this code, entitled Contracting with Private Business.

(Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

## Title 2 ADMINISTRATION

### Chapter 2.201 LIVING WAGE PROGRAM

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#### 2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. [\[16\]](#) It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

#### 2.201.040 Payment of living wage.

- A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.
- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate.

(Ord. 2007-0011 § 3, 2007; Ord. 99-0048 § 1 (part), 1999.)

#### 2.201.050 Other provisions.

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the internal services department shall be responsible for the administration of this chapter. The Chief Executive Officer and the internal services department may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the internal services department shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the

**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the internal services department. The internal services department in conjunction with the Chief Executive Officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

**2.201.060 Employer retaliation prohibited.**

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief executive officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

**2.201.070 Employee retention rights.**

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
  2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
  3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
1. Has been convicted of a crime related to the job or his or her job performance; or
  2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)



**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**2.201.080 Enforcement and remedies.**

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief executive officer:
  - 1. Assess liquidated damages as provided in the contract; and/or
  - 2. Recommend to the board of supervisors the termination of the contract; and/or
  - 3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with [Section 2.202.040](#) of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

**2.201.090 Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
- D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
  - 1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
  - 2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
  - 3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
  - 4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

(Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)



**Title 2 ADMINISTRATION**  
**Chapter 2.201 LIVING WAGE PROGRAM**

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**2.201.100 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999.)

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FOOTNOTE(S):

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**Editor's note**— Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999. ([Back](#))



COUNTY OF LOS ANGELES  
LIVING WAGE ORDINANCE  
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

**Instruction Box:** Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports.) Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign this form before submitting.

(1) Name: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		Address: (Street, City, State, Zip)	
(2) Payroll No.:		(3) Work Location:	
(6) Department Name:		(7) Contract Service Description:	
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	
(11) Employee Name, Address & Last 4 digits of SS#		(12) Work Classification	
1		Total Hours Worked Each Week of Monthly Pay Period	
2		1	
3		2	
4		3	
5		4	
		5	
		Total Aggregate Hours	
		(14) Employer Paid Health Benefit Hourly Rate	
		(15) Gross Amount Paid	
		(16) Employer Paid Health Benefit Hourly Rate	
		(17) Gross Amount Paid	
		(18) Aggregate \$ Health Benefits Paid	
		(19)	
1			
2			
3			
4			
5			
Total		Total	
Grand (All Pages)		Grand (This Page)	
Print Authorized Name:		I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under the penalty of perjury certifying that all information herein is complete and correct.	
Authorized Signature:		Date: / /	
Title:		Telephone Number (include area code)	
Page: of			

EXHIBIT K

# COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

## PAYROLL STATEMENT OF COMPLIANCE

I, \_\_\_\_\_, \_\_\_\_\_  
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by \_\_\_\_\_ on the \_\_\_\_\_;  
(Company or subcontractor Name) (Service, Building or Work Site)  
 that during the payroll period commencing on the \_\_\_\_\_ day of \_\_\_\_\_, and  
(Calendar day of Month) (Month and Year)  
 ending the \_\_\_\_\_ day of \_\_\_\_\_ all persons employed on said work site  
(Calendar day of Month) (Month and Year)  
 have been paid the full weekly wages earned, that no rebates have been or will be made, either directly or indirectly, to or on behalf of \_\_\_\_\_  
(Company Name)

from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly, from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:


2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

- ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title	Owner or Company Representative Signature:  <div style="text-align: right;">Date:</div>
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**THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.**



# COUNTY OF LOS ANGELES NOTICE TO EMPLOYEES COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

This employer is a contractor with the County of Los Angeles. This contract is subject to the Living Wage Ordinance (LWO) established by the Board of Supervisors (Los Angeles County Code Chapter 2.201). If you are a full-time employee and perform any service to the County under this contract, you must be paid a "living wage" for the hours you work on the County contract.

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## THESE ARE YOUR RIGHTS. . .

### Living Wage

If you are a full-time employee, you must be paid no less than either of the two Living Wage rates listed below:

1. You must be paid not less than the living wage rate of \$9.64 per hour and your employer must pay at least \$2.20 per hour toward health benefits for you and your dependents, **OR**
2. You must be paid not less than the living wage rate of \$11.84 per hour:
  - a. The \$11.84 per hour rate must be paid to you if your employer does not provide you with health benefits, **or** if your employer pays less than \$2.20 per hour towards your health benefits.
  - b. The \$11.84 per hour rate includes \$2.20 per hour to enable you to purchase health benefits on your own, if you so choose. If you need help finding a health plan, your employer may be able to assist you.

### Retaliation

You cannot be transferred, demoted or terminated because you reported violations of the Living Wage Program. All acts of retaliation can be reported to Internal Services Department by calling the Living Wage Hotline.

### Worker Retention

If the County of Los Angeles terminates its contract with your current employer before the contract's expiration date and enters into a new contract with another contractor for the same service, you may be eligible to continue working as an employee of the new contractor for a period not less than 90 days following the start of the new contract.

### Federal Earned Income Tax Credit

You may be eligible to apply for the Federal Earned Income Tax Credit and receive an annual monetary amount established by the IRS if you qualify. Application forms are available from your employer or by contacting the Internal Revenue Service at (800) 829-3676.

**If you believe your rights have been violated, you should immediately contact the following:**

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County Department Administering this Contract

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County Department Phone Number

**OR**  
Internal Services Department  
Countywide Contract Compliance Section  
Living Wage Hotline  
(888) 550-WAGE OR (888) 550-9243

Revised: January 2012



# CONDADO DE LOS ANGELES

## AVISO A LOS EMPLEADOS SOBRE LA ORDENANZA DE SALARIO DIGNO DEL CONDADO DE LOS ANGELES

Este empleador es un contratista del Condado de Los Angeles. Este contrato está sujeto a la Ordenanza de Salario Digno (LWO) establecido por la Junta de Supervisores (Código del Condado de Los Angeles, Capítulo 2.201). Si usted es un empleado de jornada completa y presta algún servicio para el Condado conforme a este contrato, se le debe pagar el “salario digno”, por las horas que trabaja bajo contrato con el Condado.

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### ESTOS SON SUS DERECHOS...

#### El Salario Digno

Si usted es un empleado de jornada completa, se le debe pagar no menos de cualquiera de los dos Salarios Dignos identificados:

1. Se le debe pagar no menos del salario digno de \$9.64 por hora, y su empleador debe pagar al menos \$2.20 por hora en beneficios médicos para usted y sus dependientes, O
2. Se le debe pagar no menos del salario digno de \$11.84 por hora:
  - a. Se le debe pagar un salario digno de \$11.84 por hora si su empleador no provee beneficios médicos, o si su empleador paga menos de \$2.20 por hora por sus beneficios médicos.
  - b. El salario digno de \$11.84 por hora incluye los \$2.20 por hora que le permite a usted adquirir beneficios médicos por su cuenta, si así lo dispone. Si necesita ayuda para encontrar un plan de salud, su empleador podría asistirle.

#### Represalias

Es prohibido que se le transfiera, se le asigne a un puesto inferior o se le despidan por denunciar infracciones con la Ordenanza de Salario Digno. Todo acto de represalia se puede reportar al Internal Services Department a la línea telefónica designada para asuntos del salario digno.

#### Continuidad en el Empleo

Si el Condado de Los Angeles termina el contrato con su actual empleador antes de la fecha de caducidad del mismo y contrata a otra empresa para el mismo servicio, usted posiblemente tendrá el derecho a trabajar con el nuevo contratista, como mínimo durante los primeros 90 días del nuevo contrato.

#### Crédito Federal Impositivo sobre Ingresos Salariales

Usted puede solicitar el Crédito Federal Impositivo sobre Ingresos Salariales y recibir una compensación monetaria establecida por el Servicio de Impuestos Internos (IRS) al año si reúne los requisitos para calificar. Para recibir el formulario, comuníquese con su empleador o al IRS al número gratuito (800) 829-3676.

**Si usted cree que sus derechos sobre la Ordenanza de Salario Digno han sido violados, favor de llamar a los siguientes teléfonos de inmediato:**

---

Nombre del Departamento del Condado que administra este contrato

---

Número de teléfono de dicho departamento

**O**

Internal Services Department  
Countywide Contracta Compílanse Sección  
Línea Directa para Quejas sobre el Salario Digno:  
(888) 550-WAGE o (888) 550-9243

**CONTRACTOR CONFIDENTIALITY CERTIFICATION**CONTRACTOR NAME Mariposa Landscapes, Inc.

Contract No. \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

**CONTRACTOR ACKNOWLEDGEMENT:**

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

**CONFIDENTIALITY AGREEMENT:**

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

DATE: 09 / 09 / 2014PRINTED NAME: Terry NoriegaPOSITION: President

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

**Title 2 ADMINISTRATION**  
**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

**2.206.010 Findings and Declarations.**

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

**Title 2 ADMINISTRATION**  
**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

**2.206.030 Applicability.**

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.040 Required Solicitation and Contract Language.**

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.050 Administration and compliance certification.**

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)



**Title 2 ADMINISTRATION**  
**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

**2.206.060 Exclusions/Exemptions.**

- A. This chapter shall not apply to the following contracts:
1. Chief Executive Office delegated authority agreements under \$50,000;
  2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
  3. A purchase made through a state or federal contract;
  4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
  5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
  6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
  7. Program agreements that utilize Board of Supervisors' discretionary funds;
  8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
  9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
  10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
  11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
  12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or

**Title 2 ADMINISTRATION**

**Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
  14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.070 Enforcement and Remedies.**

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
  1. Recommend to the Board of Supervisors the termination of the contract; and/or,
  2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
  3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.080 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)



## EXHIBIT P

### COUNTY OF LOS ANGELES DEPARTMENT OF PARKS AND RECREATION

#### CERTIFICATION OF COMPLIANCE

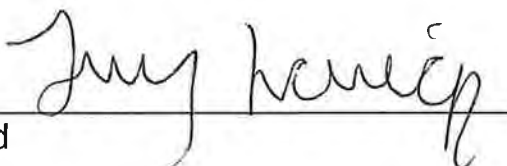
#### GREEN INITIATIVE

I, Terry Noriega, as the President  
Name (please print or type) Title

Of Mariposa Landscapes, Inc. providing services at  
Name of company

Los Angeles  
County facility (ies)

I, hereby certify that our Company shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Our Company shall purchase, store, and use environmentally and human friendly products that are compatible with products used by the County of Los Angeles.

 4/11/14  
Signed Dated

**ORDINANCE NO. 2009-0044**

An ordinance amending Title – 17 Parks, Beaches and Other Public Places, to prohibit smoking in parks.

The Board of Supervisors of the County of Los Angeles ordains as follows-

**SECTION 1.** Section 17.04.035 is hereby added to read as follows:

**17.04.035 Contract-operated facilities.**

"Contract-operated facilities" means parks, which are operated, controlled, or maintained, in whole or in part, pursuant to an agreement with a lessee, concessionaire, operator, contractor, or vendor, for the purpose of providing recreational services to the public.

**SECTION 2.** Section 17.04.185 is hereby added to read as follows:

**17.04.185 Smoking.**

"Smoke" or "smoking" shall have the meaning as set forth in Section 11.64.020(13) of this code.

**SECTION 3.** Section 17.04.645 is hereby added to read as follows:

**17.04.645 Smoking Prohibited.**

Smoking shall be prohibited at all parks, except:

1. Smoking shall be permitted by actors who are acting during a permitted production or by models during a permitted photography session, unless otherwise determined by the Director, in consultation with the applicable Fire Official: and

2 Smoking shall be permitted within contract-operated facilities, in designated areas, at the discretion of the Director, in consultation with the operators of said facilities.

[1704035CSCC]



## South Coast Botanic Garden Meadows

### Attachment reference for section 19.0



#### Legend

LARIAC4.LARIAC.LARIAC4\_1FOOT\_2012

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

#### Notes

0.1 0 0.05 0.1 Miles

County of Los Angeles

This map is for reference only and should not be used for legal decisions. While the County of Los Angeles makes its best effort to ensure data is accurate, the County makes no representation or warranty of any kind.